GUIDELINES

R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2015-2016

- A R. Patricia Walsh Grant in the Scholarship of Teaching and Learning (SoTL Grant, or R. Patricia Walsh Grant) is given to assist faculty members in implementing pedagogical innovations in their classes based on the relevant scholarly literature and sharing the results with the scholarly community. A careful review of the relevant scholarly literature is required and the pedagogical innovation has to be guided by those findings. A thorough assessment of the teaching innovation and sharing the results at LMU and beyond is also required. There has to be strong evidence that the project is designed to lead to relevant and interesting results and a clear and feasible publication plan in an appropriate outlet.

- Proposals are limited to 3 single-spaced pages for the narrative and have to follow the outline below. An additional bibliography page may be added. For grant recipients, your name, title, and project description as well as your final report will be made available on the CTE website.

- R. Patricia Walsh Grants in the Scholarship of Teaching and Learning are awarded only to full-time tenured, tenure-track, or clinical continuing faculty members (AY 2015-16). If a recipient fails to sign his or her contract with the university for the following academic year, the grant will automatically be revoked; grant money will be paid only upon receipt of a signed contract by the university and submission of evidence of IRB approval for the project, if applicable.

- Work on the project must be completed during the 2015-2016 academic year.

- Awardees have to complete a final report and send it to the Chair of the Committee on Excellence in Teaching and the Director of the Center for Teaching Excellence, summarizing the outcomes of the project. Instructions for completing the final report will be available on the CTE Website. A selection of final reports of previously funded grants is available online and in the CTE office for perusal, and may be used as a guide. In addition to submitting a final report, awardees will share their results with LMU faculty in a presentation, discussion, or similar venue at the Center for Teaching Excellence; the exact format and timing are to be determined with the Director of the Center for Teaching Excellence. The report and concluding CTE event must be completed no later than December 2, 2016.

- Two types of grants are available – individual grants of $5,000 per project and collaborative grants for up to $8,000 per project (to be split equally among all applicants). Seventy percent of the grant amount will be awarded at the beginning of the grant period; the remaining 30% will be awarded upon receipt of the final report and oral presentation of the project in the Center for Teaching Excellence. The faculty member(s) relinquish(es) the final 30% of the grant stipend if the dissemination plan outlined in the application is not pursued (equivalent alternatives can be discussed with the CTE Director), or if the final report and concluding presentation are not completed by the December 2, 2016 deadline, and to any faculty member who is no longer an employee of LMU at the time of completion. For collaborative projects, based on the conditions outlined here, payments are made to all applicants or none (nobody is paid if some or all conditions are not met by some of the applicants).

- Grants are intended to support projects that implement and assess pedagogical innovations in a course (or several courses), including such projects as, but not limited to:
  a. application and evaluation of innovative instructional methods to be used in a course;
  b. exploration of new or different means of assessing learning in a course based on specific pedagogical elements of the course;
c. development of new team-teaching or interdisciplinary strategies within a course;

d. integration of new technologies into a course only as part of a broader pedagogical strategy which is the main focus of the study;

e. development of a new course only if the focus is on significant pedagogical innovations and the course replaces a similar course by the same instructor.

R. Patricia Walsh Grants can be given only for pedagogical innovations in classes that are part of the regular curriculum and taught regularly (summer and study abroad classes will be considered only in exceptional circumstances if they very clearly meet the aforementioned criteria). Grants cannot be awarded retroactively for innovations in classes taught prior to summer 2015 – the faculty member can petition for spring 2015 class(es) to be considered, if he/she provides evidence of the research that has gone into designing the pedagogical innovation.

- Grants are generally not made for items such as computer software, web page design, or equipment. Grants are not awarded for innovations within a program or general new course development.

- Grants expenses can be applied to the installment payments. Only expenses that are directly and clearly related to and necessary for the project will be considered upon presentation of appropriate original documentation (the application has to identify any such need); they are subject to the approval by the CTE Director. The grant recipient is responsible for all taxation-relevant aspects of the grant. Expenses cannot exceed the amount of either installment; final payment, whether for expenses or as salary, is made only if all grant guidelines are met. If the grant recipient wishes to apply any expenses to the first installment, then he/she has to declare so upon acceptance of the grant. Such receipts have to be turned in latest by the beginning of the semester after the grant award – all payments from the first installment will be held back until all relevant receipts have been handed in. A share of the initial installment can be held back until the payment of the final installment for the purpose of covering expenses – such a request has to also be made in writing upon acceptance of the grant. All receipts have to be handed in before the end of the spring semester after the grant award.

- There are no restrictions on additional funding given to faculty for other projects during the grant period. However, faculty may not receive funding from other sources for the specific project proposed in the grant application to CTE. Receipt of such funds voids the grant award. If funds are received for a closely related project at any point during the project, then it is the applicant(s)’s responsibility to provide a written explanation about the relationship between the projects to the CTE Directors in a timely fashion – further funding through the Walsh Grant requires the written approval by the CTE Director. If such additional funding for the same or a closely related project is not revealed in a timely manner, and, if applicable, before the award of the Walsh Grant, then the Walsh Grant is automatically forfeited.

- Faculty may not receive funding from the same CTE grants for two consecutive years. Recipients of a Patricia Walsh SoTL Grant in the previous year may not receive a Scholarly Teaching Grant. Recipients of a Teaching Innovation Grant in the previous year may receive a Scholarly Teaching Grant if the project is unrelated. A Scholarly Teaching Grant cannot be awarded to a project that is the same or a similar to one that was awarded a Teaching Innovation or Patricia Walsh SoTL Grant previously.

- Reviews of the grant applications by the Committee on Excellence in Teaching are as anonymous as possible. Names and departments of applicants will be removed before the
proposals are evaluated by the committee. Applicants should include their names only on the cover sheet of the proposal.

- Proposals should contain language that is understandable to faculty colleagues in different disciplines. The use of jargon should be avoided; necessary technical terms need to be explained appropriately.

- The committee assumes that the applicant is already familiar with the problem, technology, pedagogy, or innovation on which the project focuses. Thus, the proposal should be a specific formulation of a problem where the applicant has already researched the relevant background literature. The proposal also has to clearly identify the class(es) and details of the implementation of the teaching innovation.

- Proposals are due in ONE pdf file by email to the Center for Teaching Excellence (teachers@lmu.edu) by latest January 30, 2015, 5pm PST. The submission email has to be forwarded with the proposal and the link to or copy of the appropriate evaluation form to the respective Dean(s) and Chair(s) by the same deadline. Proposals received after the due date will not be considered for an award.

OUTLINE OF PROJECT DESCRIPTION

R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2015-2016

On separate sheets of paper (separate from the form below), provide the project title and a narrative covering the following items – do not include your name, department, or school in the header or footer of the narrative or bibliography. Proposals should contain language that is understandable to faculty and colleagues in different disciplines. The narrative should not exceed three single-spaced pages. Use 11 or 12 pt proportional standard font and one-inch margins. An additional bibliography page listing references/citations pertinent to the project may be added as a 6th page. Arrange the narrative using each of the headings listed below.

1. Title

2. Project Description: [100-250 words] Give a brief specific statement of the teaching issue and pedagogical innovation you plan to investigate. State the research question for your investigation.

3. Motivation: Describe the aspects of your previous class(es) that led you to consider the teaching innovation suggested in your project. Explain why you have chosen the specific teaching innovation suggested in your project.

4. Background Research: Summarize the relevant background literature in the area of the project. You should have thoroughly researched the scholarly teaching and learning literature on this topic. Explain the value and contribution of your project in the context of the extant literature. Make clear why your project constitutes a significant contribution worthy of funding.

5. Learning Outcomes: Describe your anticipated learning outcomes. They should be clearly delineated and appropriate.

6. Methods: Describe how you will conduct your investigation. Indicate the methods or techniques you plan to use, explain why they are appropriate, and describe the data or evidence that you plan to collect to investigate your research question.

7. Assessment: Describe how you will assess the success of your project. Valid assessment requires more than anecdotal evidence. For example, simply stating that you will solicit students' opinions of the innovation will usually not be considered an adequate assessment plan. The assessment plan
should be clearly defined, significant, and appropriate for the teaching innovation and in light of the relevant literature.

8. **Calendar**: Describe your work plan and indicate the dates associated with the beginning, major parts of execution, and completion of the project. Indicate when the relevant classes are scheduled. Ensure that the amount of work you are proposing is appropriate for your projected timeline.

9. **Interest**: Clarify how the results of the project, and its presentation or discussion at CTE, will be of interest to other LMU faculty.

10. **Dissemination**: Clarify how/where/when you plan to disseminate the results of the project beyond the LMU community. There has to be strong evidence of this plan being feasible and appropriate (time plan, nature of project, type of outlet, etc.) You will have to provide evidence of completing this step in your final report.

11. **Expenses**: Indicate all project-related expenses and provide an estimate of their magnitude, if you intend to submit them for reimbursement. Also indicate when you will incur these expenses. (Your expenses may be listed on a separate sheet, not included in the 3-page count.)

**Project descriptions that do not meet the required format and length restrictions will not be considered for evaluation.**

**TIMETABLE**

**R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2015-2016**

**January 30, 2015**  
A copy of the proposal is due as ONE pdf file by email to the Center for Teaching Excellence, teachers@lmu.edu. Forward that email with your proposal and including a link to or a copy of the appropriate evaluation to your Chair(s) and Dean(s).

**February 6, 2015**  
Chairs’ and Deans’ evaluations are due to the Center for Teaching Excellence, at teachers@lmu.edu (UHall Suite 3000).

**Mid March, 2015**  
Recipients of R. Patricia Walsh Grants in the Scholarship of Teaching and Learning are notified.

**March 27, 2015**  
Faculty Acceptance Letters from all Applicants are due to the Center for Teaching Excellence.

**June, 2015**  
70% of grant is awarded, conditional upon Institutional Review Board (IRB) approval, if applicable, and receipt of a signed contract for the coming academic year.

**May 6, 2016**  
All relevant receipts for the final installment have to be handed in.

**Semesters**  
**Spring 2016 or Fall 2016**  
Present completed project at the Center for Teaching Excellence (CTE), format to be determined in consultation with the CTE Director; the written report is due at the same time. The final 30% of the grant are awarded upon completion of presentation and upon receipt of the written report. The final 30% of the grant will not be paid if the dissemination plan outlined in the application is not pursued (equivalent alternatives can be discussed with the CTE Director), if the final report and concluding presentation are not completed by December 2, 2016, if the grant guideline were not followed, and to any faculty member who no longer is an LMU employee at the time of project completion.
COVER PAGE
R. PATRICIA WALSH GRANT IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2015-2016

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Please fill in this page and include as first page in your grant application packet pdf file. Do not include your name(s) on any of the other materials in your application packet except the "Conditions pertaining to R. Patricia Walsh Grants in the Scholarship of Teaching and Learning" signature page. The proposals will be submitted to a blind review by the Committee on Excellence in Teaching.

**CTE Grants received in the last 5 years:**
(all teaching and travel grants, continue on back or separate sheet if necessary)

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If you did not submit a final report for any of these grants, please explain the circumstances.
CONDITIONS
R. PATRICIA WALSH GRANT IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2015-2016

Please read carefully and sign each item. For a collaborative project, each applicant has to sign a separate copy of this form. Your application will be considered only if all signatures are completed. Please scan the signed form(s) and include as the last pages in the pdf file of your application.

I. I understand that the funding of a R. Patricia Walsh Grant in the Scholarship of Teaching and Learning for 2015-2016 requires that I (and my co-applicants) have signed and returned a valid contract for full-time teaching at LMU for the 2015-2016 academic year.

Signature ____________________________________

II. If this project uses human subjects, I agree to submit the proposal, if accepted, to the Institutional Review Board, and to give a copy of the approval to the Director of the Center for Teaching Excellence (CTE). I understand that this proposal will not be funded until the Director of the CTE has received the requested IRB approval.

Signature ____________________________________

III. I understand that I (we) may not receive funding for the project suggested in this application from another source during the duration of my project. I (we) forfeit my (our) award and am (are) required to return the money if I (we, one of us) receive(s) such funds. I also understand that I (we) am (are) required to report all funding for closely related projects promptly and will need to get written approval for continued support through the Walsh Grant in such a case.

Signature ____________________________________

IV. I agree to let the Center for Teaching Excellence post my name, title, and project description on the CTE website. I also agree to allow the Center for Teaching Excellence to use my (our) final report in its reports and publications and to let the CTE post my (our) final report on the CTE website.

Signature ____________________________________

V. I agree to obtain written permission from any student whose work will be publicly disseminated in its entirety or in significant parts. (anonymous short quotes do not require permission if in compliance with IRB approval).

Signature ____________________________________

VI. I understand that if I (we) do not pursue the dissemination plan outlined in my (our) grant application (or an equivalent alternative dissemination strategy approved by the CTE Director) I will not receive the final 30 percent of the grant.

Signature ____________________________________

VII. I understand that if I (we) do not complete the final report and a presentation at the CTE in a format to be determined in consultation with the CTE Director by or before December 2, 2016, I relinquish the final 30 percent of the grant stipend.

Signature ____________________________________

VIII. I understand that if I am no longer an LMU employee at the time of completion of the final project, then I will not be paid.

Signature ____________________________________

IX. For collaborative projects only, I do understand that to receive payment, all applicants have to comply with the guidelines of the project.

Signature ____________________________________