GUIDELINES
R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2012-2013

• Proposals are limited to 3 single-spaced pages for the narrative and have to follow the outline below. An additional page is allowed for the bibliography. 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 2012-13). 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 summer of 2012, or during the 2012-2013 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 6, 2013.

• 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). Eighty percent of the grant amount will be awarded at the beginning of the grant period; the remaining 20% 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 20% 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 6, 2013 deadline. 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 focus of the study;
  e. development of a new course only if the focus is on significant pedagogical innovations.

• 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.
• 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.
• Faculty may not receive funding from CTE grants for two consecutive years.
• Reviews of the grant applications by the Committee on Excellence in Teaching will be blind. Names and departments of applicants will be removed before the proposals are evaluated by the committee. Thus, 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. Thus, 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 27, 2012, 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, 2012-2013

On separate sheets of paper, provide the project title and a narrative covering the following items. 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 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. 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.
4. Learning Outcomes: Describe your anticipated learning outcomes. They should be clearly delineated and appropriate.
5. 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.
6. 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 and significant.

7. **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.

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

9. **Dissemination**: Clarify how/where/when you plan to disseminate the results of the project beyond the LMU community. You will have to provide evidence of completing this step in your final report.

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

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**TIMETABLE**

**R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2012-2013**

- **January 27, 2012**: A copy of the proposal is due as ONE pdf file by email to the Center for Teaching Excellence, [teachers@lmu.edu](mailto: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, 2012**: Chairs’ and Deans’ evaluations are due to the Center for Teaching Excellence, at [teachers@lmu.edu](mailto:teachers@lmu.edu) (UHall Suite 3000).

- **March 5, 2012**: Recipients of R. Patricia Walsh Grants in the Scholarship of Teaching and Learning are notified.

- **March 19, 2012**: Faculty Acceptance Letters from all Applicants are due to the Center for Teaching Excellence.

- **June, 2012**: 80% of grant is awarded, conditional upon Institutional Review Board (IRB) approval, if applicable, and receipt of a signed contract for the coming academic year.

- **Semesters**: 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 20% of the grant are awarded upon completion of presentation and upon receipt of the written report. The final 20% 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), or if the final report and concluding presentation are not completed by December 6, 2013.
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.
CONDITIONS
R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2012-2013

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 2012-2013 requires that I (and my co-applicants) have signed and returned a valid contract for full-time teaching at LMU for the 2012-2013 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.

   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 20 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 6, 2013, I relinquish the final 20 percent of the grant stipend.

   Signature ________________________________

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

   Signature ________________________________