December 10, 2012

Dear Colleagues,

The Center for Teaching Excellence announces that we are accepting applications for the R. Patricia Walsh Grants in the Scholarship of Teaching and Learning for 2013-2014. These grants are given to assist faculty in implementing pedagogical innovations in classes and in documenting the results of these innovations. The grants are named in memory of the late Dr. R. Patricia Walsh, former director of the Center for Teaching Excellence, who encouraged and strongly supported scholarly work related to new pedagogies, student learning, and teaching excellence.

The grants may be used to improve teaching and student learning in a variety of ways, including devising new instructional strategies, implementing innovations in class curricula, developing culturally diverse materials, or exploring new ways of assessing student learning based on specific pedagogical elements of the course. Examples of proposals that have been funded in the past include: 1) building conceptual understanding in introductory physics, 2) a dialogical team teaching model for philosophy instruction, 3) integrating student-designed experiments into a science class and 4) designing scoring rubrics that reveal expectations and provide feedback to students. Grants are awarded for innovations in particular courses, not for overall program development. Grants are normally not made for items such as computer software, web page design, or equipment. Grants are sometimes given for the development of new courses, but innovation in teaching methods within the course must be the focus of the proposal rather than the presentation of new content within a discipline.

These awards are limited to tenured, tenure-track, and clinical faculty who are teaching full time during the grant period. The grant sum is $5,000 for individual grants and up to $8,000 for collaborative grants (to be split equally between all applicants), with 80 percent of this amount given in June 2013 and the final 20 percent upon completion of the grant. Final completion includes a presentation, discussion, or similar sharing of the grant outcomes at the Center for Teaching Excellence and submission of a final report to the CTE by the grant recipient. The project may be completed during the summer of 2013 or during the 2013-2014 academic year. In order to receive the final 20 percent of the grant stipend, the report and concluding CTE event must be completed no later than December 5, 2014. Faculty may not receive additional funding from other sources for the specific project proposed in the grant application to CTE. In addition, faculty may not receive funding for CTE grants in two consecutive years. For detailed guidelines, see the application package.

You may obtain the application materials from the CTE website. The application packet includes: 1) Guidelines for the grant proposal, 2) An outline of the project description, 3) A timetable for the grant process, 4) Instructions for the proposal cover sheet, 5) Conditions pertaining to CTE grants (this page requires your signature) and 6) Evaluation forms for your Chair and Dean. Proposals are due by email in ONE pdf file to the Center for Teaching Excellence (teachers@lmu.edu) by Friday, January 25, 2013, 5pm PST. Forward that email with
your proposal and a link to or copy of the appropriate evaluation form to your Chair and Dean by the same deadline.

The applications will be evaluated by your department's Chair and Dean, and will be blindly reviewed by the members of the Committee on Excellence in Teaching.

These awards are central to the mission of the Center for Teaching Excellence, and I hope you will give serious consideration to submitting a proposal. The shared results of your project enrich the ongoing dialogue on teaching at LMU and contribute in significant ways to the commitment to excellent teaching at the University.

Please contact the Center for Teaching Excellence if you have any questions about the grants and/or application and selection process.

Sincerely,

Dorothea K Herreiner, Ph.D.
Director, Center for Teaching Excellence

CC: Wendy Binder, Ph.D.
Chair Committee on Excellence in Teaching
GUIDELINES
R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2013-2014

- **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 2013-14). 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 2013, or during the 2013-2014 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 5, 2014**.

- 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 5, 2014 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 25, 2013, 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, 2013-2014

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.

TIMETABLE
R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2013-2014

January 25, 2013  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 4, 2013  Chairs’ and Deans’ evaluations are due to the Center for Teaching Excellence, at teachers@lmu.edu (UHall Suite 3000).

March 4, 2013  Recipients of R. Patricia Walsh Grants in the Scholarship of Teaching and Learning are notified.

March 18, 2013  Faculty Acceptance Letters from all Applicants are due to the Center for Teaching Excellence.

June, 2013  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.
**COVER PAGE**  
**R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2013-2014**

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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.
CONDITIONS
R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2013-2014

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 2013-2014 requires that I (and my co-applicants) have signed and returned a valid contract for full-time teaching at LMU for the 2013-2014 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 5, 2014, 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 __________________________