GUIDELINES
TEACHING INNOVATION GRANTS, Spring 2014

- The focus of a Teaching Innovation Grant is on the significant change to the pedagogical approach in an existing class. The teaching innovation should be informed by the scholarly literature and other teachers’ experiences and be appropriate for the class considered. It is incumbent upon the applicant to make very clear in the application how the teaching innovation constitutes a significant change to the existing pedagogy that is appropriate for the class and what the relevant scholarly literature suggests.

- Proposals are limited to two 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.

- Teaching Innovation Grants are awarded only to full-time tenured, tenure-track, or clinical continuing faculty members. If a recipient fails to sign his or her contract with the university for the academic year 2014-15 or has accepted a position elsewhere, the grant will automatically be revoked or terminated. The grant will also be revoked or terminated if the awardee(s) fail to comply with any of grant rules described here.

- Work on the project must be completed during the Spring Semester 2014.

- Awardees have to complete a final report and send it to 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. All relevant material developed during the duration of the project have to be included with the final report. In addition to submitting a final report, awardees are encouraged to share their results with LMU faculty in a presentation, discussion, or similar venue at the Center for Teaching Excellence; the format and timing are to be determined with the Director of the Center for Teaching Excellence. The final report must be submitted no later than August 29, 2014.

- Two types of grants are available – individual grants of $500 per project and collaborative grants for up to $800 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 of the project in the Center for Teaching Excellence. The faculty member(s) relinquish(es) the final 30% of the grant stipend if the final report plus material are not submitted by the August 29, 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 significant 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.

- Grants are not awarded for program innovations or new course development. Changes in courses due to an increase or decrease in class credit hours cannot be considered either.
• 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 can only be applied to the final installment. If the grant recipient wishes to apply any expenses to the grant payment, then he/she has to declare so upon acceptance of the grant. 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 be made in writing upon acceptance of the grant. All receipts have to be handed in by/before submission of the final report. Only one expense payment is made after submission of the final report and all receipts.

• 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 the CTE. Receipt of such additional funds voids the CTE grant award.

• Faculty may not receive funding from the same CTE grant for two consecutive years. Recipients of a CTE teaching grant in the previous year may not receive a Teaching Innovation Grant. A Teaching Innovation Grant cannot be awarded to a project that is the same or similar to one that was awarded another CTE teaching grant previously.

• 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. 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 of the project. 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 October 18, 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
TEACHING INNOVATION GRANT, Spring 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 two 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 4th page (cover page + 2 application pages). Arrange the narrative using each of the headings listed below.

1. **Title**

2. **Project Description:** Give a careful statement of the teaching issue and pedagogical innovation you plan to investigate. Explain clearly why the innovation is appropriate for the class and what issues it addresses. Explain how this teaching innovation is significant and make clear what the previous pedagogy was.

3. **Background Research:** Summarize the relevant background literature in the area of the project.

4. **Learning Outcomes:** Describe the anticipated student learning outcomes. They should be clearly delineated and appropriate.

5. **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.

6. **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.

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

8. **Material:** Clarify what kind of material you expect to develop as part of the grant. You will have to include this in your final report.

9. **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.

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

Attach the cover sheet to the front of the project description. Add your bibliography page, if applicable, right after the project description, and append the signature page(s) at the end of the package. Merge all pages into ONE pdf document and send it off to the CTE.
<table>
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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>October 18, 2013</td>
<td>A copy of the proposal is due as ONE pdf file by email to the Center for Teaching Excellence, <a href="mailto:teachers@lmu.edu">teachers@lmu.edu</a>. 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).</td>
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<tr>
<td>October 25, 2013</td>
<td>Chairs’ and Deans’ evaluations are due to the Center for Teaching Excellence, at <a href="mailto:teachers@lmu.edu">teachers@lmu.edu</a> (UHall Suite 3000).</td>
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<td>Mid November, 2013</td>
<td>Recipients of TEACHING INNOVATION Grants are notified.</td>
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<td>December 1, 2013</td>
<td>Faculty Acceptance Letters from all Applicants are due to the Center for Teaching Excellence.</td>
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<tr>
<td>January, 2014</td>
<td>70% of grant is awarded, conditional upon receipt of a signed contract for the coming academic year (assuming no amount is held back for expenses).</td>
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<tr>
<td>August 29, 2014</td>
<td>Final report plus material due to CTE. All relevant receipts for the final installment have to be handed in. The final 30% of the grant are awarded upon completion of all grant requirements.</td>
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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, obviously, on the “Conditions pertaining to a Teaching Innovation Grant” 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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<tr>
<th>Type of Grant</th>
<th>Project Title</th>
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If you did not submit a final report for any of these grants, please explain the circumstances.
CONDITIONS
TEACHING INNOVATION GRANT, Spring 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 Teaching Innovation Grant for Spring 2014 requires that I (and my co-applicants) sign and return a valid contract for full-time teaching at LMU for the 2014-2015 academic year and may not have accepted or accept another position.

   Signature ________________________________

II. 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 ________________________________

III. 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 ________________________________

IV. 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 ________________________________

V. 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 August 29, 2014, I (we) relinquish the final 30 percent of the grant stipend.

   Signature ________________________________

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

   Signature ________________________________