NDSU English Department

Instructional Development Grants for Lecturers

**Eligibility**: All full-time lecturers and senior lecturers.

**Amount**: One grant of $1000 is available.

**Deadline**: Monday, October 19, 2015

**Description**: To recognize and support the important teaching work of lecturers and senior lecturers in the English Department, two instructions grants are available for work on course development or improvement over the summer.

Funds may be used to support:

* external/in-house planning expenses (excluding meals);
* fees for materials;
* fees for travel to workshops or conferences related to instructional development;
* fees for courses offered through Continuing Education or some other entity.

No instructional development grant funds are available for salaries (instructors or students) or computer purchases. The program will not fund the purchase of equipment.

Applications will be reviewed by a committee consisting of the chairs of the First-Year and Upper-Division Writing committees, the chair of the Undergraduate committee, and a full-time lecturer appointed by the Department chair (and not submitting a grant application).

**Instructions for Application**: All instructional development grant projects must meet the following criteria to be considered:

1. The proposed activities must be clearly aimed at improving student learning.
2. The projects must provide opportunities for the project director to gain new knowledge and expertise for her/his professional role. Projects should go beyond what conscientious instructors would be expected to do to keep their courses current and of high quality.
3. Proposals must be written in the proper format in order to be reviewed by the Committee.
4. Projects must be initiated and concluded in the same academic year following the award.

**Format**: The information required in the proposal for an instructional development grant must be presented using the format below. Proposals should be written with clarity and brevity, must be double-spaced, and should not exceed five pages including the budget (but excluding the cover letter). Proposals not written in accordance with the format will not be reviewed.

1. Cover Letter: The proposal should be accompanied by a cover letter that should give a brief summary statement and provide contact information.
2. Introduction: Need/Problem/Purpose Statement: The introduction should give an overview of proposed grant activities. The proposal should offer statistical, theoretical, or other evidence that the need, problem, and purpose are of demonstrable significance in student learning, either directly or indirectly. There must also be a clear and explicit explanation as to how project activities will allow the project director to gain new knowledge and expertise for her/his professional role. The introduction should be no more than one page.
3. Project Description: In describing activities for which you seek grant support, please observe the following:
4. Objectives should be stated precisely and, where possible, in measurable terms.
5. Methods should flow logically from project objectives and be described clearly.
6. Outcomes and Student Impact: Describe the specific outcomes and impact expected, direct or indirect, on student learning and on the project director’s professional development, and estimate the number of students directly or indirectly affected by the project.
7. Project Assessment: State specifically how the impact of grant activities on student learning will be assessed. Indicate specifically and in detail the methods you will use to assess whether or not your project has impacted students either directly or indirectly.
8. Dissemination of Results: State your plans for disseminating project findings or results to other faculty if relevant. Indicate how the results of your grant-supported activities will benefit other faculty.
9. Project Budget: Present a budget for your activities in enough detail so that the reviewing committee has an adequate understanding of how you propose to spend the grant money.
10. Identify the contribution of your own time in carrying out the project.
11. Itemize expenditures with dollar amounts needed. List explicitly and accurately all budget line item costs, e.g., for travel, supplies, course fees, and so forth.
12. Project Duration: Prepare a time schedule for the total duration of the project, listing activities from time of project initiation to project completion with projected dates. The proposal should contain a date for the submission of your final project report.
13. Funding Restrictions:
14. No grant funds can be used for salary (instructors or students) or computer purchases (hardware).
15. All instructional development grant funds must be spent and all bills submitted by June 30, 2016.
16. Submitting Proposals: Applicants should submit three copies of their proposals to the English Department chair on or before the deadline of October 19, 2015.
17. Notification of Funding Approval: Every effort will be made to notify applicants of the acceptance or rejection of their proposals within four to six weeks following proposal submission deadlines. Funds will be available immediately after proposals have been approved for funding.
18. Submission of Final Report (due by Septemberr1, 2016): Recipients of an instructional development grant will be expected to submit a final report at the completion of the project. The report should be concise and include the following:
19. An abstract of 3-4 sentences or a short paragraph.
20. A paragraph on the project objectives and the procedures employed (activities for which grant support was used).
21. A paragraph describing the outcome or products, e.g., materials developed, expertise obtained, presentations to other instructions, and so forth.
22. Assessment of the direct or indirect impact on student learning and on your own professional development.
23. Your evaluation of the overall success of the project.
24. Your plans for sharing or disseminating project findings or results to other instructors.
25. Budget summary of project expenses.

Two copies of the final report are due no later than September 1, 2016 to the English Department chair. Unexpended project funds revert to the English Department.