

## PURPOSE

The University recognizes that many desirable faculty projects do not fall conveniently into research categories recognized by granting agencies; further, the University recognizes that some worthy projects are of short term and moderate or low cost circumstances which often discourage the preparation of lengthy proposals. The purpose of the Faculty Instructional Grants Program is to offer full-time faculty members of John Carroll University small grants to provide incentive for the development of new or alternative teaching strategies and methods, course materials, or learning aids directly related to the University curriculum. The Committee on Research and Service coordinates the Program. See the Committee's **General Guidelines** for additional information. The Associate Academic Vice President for Academic Programs and Faculty Diversity serves ex officio as the Chair of the Committee on Research & Service.

## GOALS

The goals of the Faculty Instructional Grants Program are:

1. To encourage faculty to design and implement innovative or alternative teaching and learning methods.
2. To assist faculty to create and prepare innovative or alternative teaching materials for classroom use.
3. To provide incentive for faculty to develop instructional materials beyond the normal requirement of a regular teaching load.
4. To improve the teaching and learning environment of the University.

## ELIGIBLE APPLICANTS

Applicants for Faculty Instructional Grants must be full-time faculty of the University.

## PROPOSALS AND AWARDS

Deadline for submission of proposals is **on or before Monday, April 12, 2010** for grants to be awarded in May. Proposals should be submitted to the Associate Academic Vice President for Academic Programs and Faculty Diversity and will be evaluated according to the program's goals by the Committee. Awards will be for a **maximum of \$600**. The number of awards available will vary from year-to-year and will depend on the funds available to the Committee at the time proposals are evaluated. The Committee reserves the option of making no awards in a given year.

The awardee is expected to submit an evaluation report upon the completion of the project.

Faculty Instructional Grants proposals should not include requests for faculty salaries, equipment purchases or for reduced teaching loads.

**Proposals must contain the following parts, in the order listed:**

1. Specific instructional objectives of the proposed project.
2. Detailed narrative of the project.
3. A project timetable.
4. An itemized budget (see Budget section below).
5. Department chairperson's comments on the applicability of the project to the department's instructional program.
6. The faculty member's plan for project evaluation.

### **BUDGET**

The following expenses are allowable when specifically defined in the proposal:

1. Books and other publications; software.
2. Student assistance.
3. Special technical assistance.
4. Rental of equipment.
5. Consumable supplies or materials.
6. Other: this category to be used for items that do not fit under the previous categories.