

## Teaching Grants Program

The University Teaching Committee (UTC) reviews teaching grant proposals three times a year. Successful applications present a clear, detailed, and articulate plan to improve or innovate student experiences and learning either in an individual course or over a wider area of the curriculum. Proposals with a broad, long-term impact on undergraduate students are especially welcome.

**Eligibility.** Tenure-line and Career-line faculty can propose individual and group grants.

### Proposal types.

**Individual Teaching Grants** are proposed by a single faculty member and provide up to \$7,000 for allowable items.

**Group Teaching Grants** are proposed by a group of faculty that may span departments or colleges and provide up to \$7,000 for allowable items. The goal of the group can be the creation of new courses or the substantial improvement of courses they already teach. One member of the group serves as lead applicant.

**Proposal Format.** Applications are submitted electronically using the appropriate form available from the UTC web site: <http://academic-affairs.utah.edu/awards-nominations/university-teaching-committee/university-teaching-grants/>. The proposals consist of seven sections:

- A. General Information
- B. Summary (150 words or less)
- C. Narrative (1,000 words maximum, double-spaced). Address the following points:
  1. Need and Rationale: Explain the effect the grant will have on the course or curriculum in a way that is clear to those outside of the discipline. Citations and/or links to information relevant to understanding the application of the proposal (technique, training, equipment, etc.) are welcome.
  2. Objectives: Explain what the proposed activity, event, or equipment, will accomplish that is new or an improvement to current pedagogy, and how it furthers the learning objectives of the course, program, department, college, and/or University.
  3. Plan and Timeline: Provide a proposed schedule for the activities supported by the funds. Implementation should be scheduled to begin no sooner than 1 month after the grant is awarded. Please note: the committee does not fund retroactively.
  4. Expected Outcomes and Long-term Educational Impact: Successful applications will generally indicate how the supported activity or equipment will continue to benefit students' education beyond its initial implementation.
- D. Courses Taught
- E. Budget: Please include an itemized list of the amount of money you are requesting including detailed information about sources for rates/quotes. If applicable, identify funding sought from outside sources including, but not limited to the department, school, college, university, private, or public sources whether successful or not.
- F. Curriculum Vitae (3 pages maximum)
- G. Letter of support from applicant's department chair, or director. A letter of support from the applicant's dean or associate dean can also be included, but this is optional.

### Proposal submission.

Step 1: Download the appropriate Word document (Individual or Group) and use it to prepare sections A-G.

Your department chair or director must provide you with an electronic version of a letter of support to insert in section G. The letter can be unsigned, signed with a graphic facsimile, scanned from a signed paper version, or given digital signatures in section B during conversion with Adobe Acrobat if that software is available to you.

Step 2: After completing the appropriate application form, complete the following steps:

1. Save the form in the following format: last, first name\_TG Application, (Group-if applicable).doc(x)
2. Return to Step 2 on the Teaching Committee website (<https://academic-affairs.utah.edu/awards-nominations/university-teaching-committee/university-teaching-grants/>) and complete submission fields.
3. After submitting your nomination, a message will pop up on your screen that your application was submitted.

**Final Report.** Faculty who receive a Teaching Grant must submit a Final Report to the Teaching Committee at the completion of the project. Use the Final Report form available on our web site to explain how the funds were spent and the goals met, or, explain why goals were not met and what was accomplished. New Teaching proposals will not be accepted from any participant until this report is submitted.

**Guidelines.** You should prepare a detailed, compelling plan in the proper format. You are encouraged to propose new, creative ideas for teaching--anything you can imagine that can enhance the quality of the student learning experience. It is important to explain the expected benefits of the project both to you and your students as well as to other faculty and the University when the impact is broader. The University Teaching Committee pays special attention to the long-term benefits and sustainability of proposed projects. The Committee funds a wide variety of proposal types, examples of which can be found at <https://academic-affairs.utah.edu/awards-nominations/university-teaching-committee/university-teaching-grants/>.

### **Things We Do Not Fund.**

The Teaching Committee seeks to fund innovative new teaching concepts and processes but not to underwrite ongoing projects or lectures/guest artist/master teaching series presented on a cyclical basis and, as such, has become increasingly cautious of applications of this genre.

1. **Faculty or Staff Salary.** Teaching and course development are part of the job description; committee funds are not used to supplement salary or pay replacements. However, stipends to support students to assist in developing part of a course are allowed. Fees paid to consultants are considered if the need and expense are well justified.
2. **Professional Development.** We do not provide support for travel, lodging, meals, or registration fees to attend professional meetings, conferences, or to collaborate with colleagues on your research or scholarship. Registration fees for a teaching workshop taking place at a professional meeting or conference are considered only when sufficient rationale is provided.

3. **Ongoing Commitments.** Our funding is intended to be one-time only; you will need to find other funding sources to maintain a project. If you propose a project that will require future support in order to ensure the long-term impact on teaching at the University, you should indicate how you plan to fund it after the teaching grant term has ended.
4. **Proposal Format.** We recommend applications adhere to the format provided in the instructions. Proposals that do not include all requested information are rarely funded.

**Special Considerations.** Some items receive close scrutiny by the committee, often because they are expensive or because alternative funding sources exist.

1. **Books and Recorded Material.** Check with the Marriott Library &/or other libraries that serve your college: if they don't have the books, CDs, or videos you need, they will usually be happy to buy them using their budgets and place them on reserve for your course. These are then properly catalogued and available to the larger community. In some cases, a course requires items to be housed in its department and committee funds may be used to purchase these, but discuss this with the library and clearly explain the situation in the proposal. In any case, we do not fund personal libraries.

**Library Contacts:** <http://lib.utah.edu/info/departments.php>

2. **Computers, Commercial Software, and Some Classroom Equipment.** There are several options available if computers, software, and AV equipment are needed in your teaching grant.

a) ANNUAL LEARNING SPACES FUNDING

Awards can be given from tuition-based Student Computer Fees for the purchase of computers, software, teaching and learning technologies, as well as A/V installations in learning spaces, classrooms, labs, seminar and conference rooms. The process is called "Learning Spaces-Student Computer Fees" and is described in full in numerous [knowledge articles](#). Funds can be requested once a year by colleges, with the application period starting in early December and ending with a submission deadline of mid-January. Proposal review and deliberations are conducted by the governance committee, [The Teaching & Learning Portfolio](#). Awards are transferred to colleges at the turn of each fiscal year. If this annual funding cycle fits the needs of your teaching grant proposal and matches The Guidelines for Awarding Student Computer Fees, Contact the IT manager/director for your college; this individual collates requests from departments within your college and submits a prioritized list of projects in a college-based proposal each year. Final purchases of computer equipment and related software are made by individual colleges themselves. A/V installations in eligible learning spaces are often undertaken directly by Teaching & Learning Technologies (TLT).

b) CONSULT WITH TLT-TEACHING & LEARNING TECHNOLOGIES

If the Student Computer Fees process does not work within your grant proposal timelines or within the guidelines of awards from Student Computer Fees, you may wish to contact [Teaching & Learning Technologies \(TLT\)](#) for a consultation about various options for teaching and learning technologies. TLT may be able to advise you on specific equipment or methods that are relevant to your grant proposal or refer you to other departments on campus that can assist you. Depending on how

widely your request serves the broader population of students on campus, TLT may be able to purchase equipment for you or make best-price purchases with a reimbursement from your grant funding.

c) CHECKOUT PORTABLE AV EQUIPMENT

TLT also checks out portable AV equipment for class use and events, from a single day to full semesters.

d) VIDEO RECORDING

TLT can provide video recording of classes, class presentations/lectures, and campus-based events.

For a complete understanding of TLT's services and to access its service request forms, please visit the [website for TLT](#).

3. **Travel.** Travel, lodging, and meals are expensive and the committee usually asks the following questions about requests for such funding: Is the trip really necessary? Can the same benefits be obtained locally or via the Internet? If travel is indicated, is your destination really the most appropriate for your goals? It is wise to address these questions in your proposal. Always check with the Travel Accounting Department about rates: <http://fbs.admin.utah.edu/index.php/travel>. Also, indicate the sources for rates in your budget.
4. **Departmental Support.** You should talk with your department chair or director before preparing a proposal. Their letter of support is a critical element that should clearly state how your project will fit in with the department's plans and that necessary support will be available to maintain the project if it is approved by the UTC. Departmental support for the creation of a new course or substantial alteration of, or addition to, an existing one *must* be addressed in the required letter from your chair. Optionally, you may include an additional letter of support from the Dean or Associate Dean.