TO: MTSU Tenured and Tenure-Track Faculty, Chairs and Deans

FROM: Vice Provost for Faculty Affairs

DATE: 06 June 2018

RE: 2018-19 Instructional Enhancement Grants

The Instructional Enhancement Committee will accept grant applications with the following deadlines:

- September 14, 2018
- October 19, 2018
- February 1, 2019
- March 15, 2019 (if funds remain)

Successful Instructional Enhancement grants directly support curriculum development and course enhancement by funding materials, tools, and techniques that affect the student classroom experience.

Applications and guidelines are available at http://www.mtsu.edu/provost/awards.php. Applications, including proposal, budget, supporting materials (if applicable), and signatures, must be scanned and sent to provostgrants@mtsu.edu by 4:00 p.m. on the submission deadline dates.

To receive grant funds, the applicant must be a tenured or tenure-track full-time teaching faculty member. Preference will be given to applicants who have not received support from this committee within the past two years. Grants awarded last year averaged $1900.00 and successful grants included departmental contributions or matching funds. Travel requests must abide by University policies available at http://www.mtsu.edu/policies/business-and-finance/658.php.

At the completion of the project, grantees must submit a final report to the Vice Provost for Faculty Affairs (Cheryl.Torsney@mtsu.edu) and indicate whether any funds remain in the account.

If the funded project results in publication, grantees must acknowledge Instructional Enhancement Grant Program support in the publication as follows: “Financial support was provided by the Instructional Enhancement Grant Committee of Middle Tennessee State University.”

For more information, please contact Darlene Fults in the Office of the University Provost at 615-898-2881.

May 18, 2018
GUIDELINES FOR
INSTRUCTIONAL ENHANCEMENT GRANTS

1. The Instructional Enhancement Committee awards grants for projects related to assessment and improvement of instruction effectiveness.

Funding is to be awarded only to applicants who adequately:

(1) demonstrate that such funds will be used to make course instruction better or more effective in terms of meeting instructional objectives, or

(2) assess the effectiveness of a course or program of instruction.

More specifically, funding is limited to proposals that:

A. Support procedures that may significantly affect existing courses;

B. Have the potential of reaching large number of students;

C. Offer a more flexible approach to instruction that is better adapted to individual capacities and needs of students;

D. Enable the applicant to revise, update, and implement materials for an existing course;

E. Allow the applicant to develop new course materials designed to improve classroom instruction;

F. Expand and improve instructor skills and knowledge related to student evaluation, testing, and grading procedures; or

G. Evaluate the effectiveness of a specific course or program and provide a basis for improvement.

An applicant must clearly specify how the proposed project will meet the requirements outlined above.

1. Grant funds are not designed to supplement departmental budgets for routine instructional activities. Thus, travel and equipment will be funded only if they are essential components of a larger plan of instructional improvement or evaluation.

2. To receive grant funds, applicants must be a tenured or tenure-track, full-time MTSU teaching faculty member.

3. Grant applications, with applicable signatures, must be scanned to provostgrants@mtsu.edu by the submission deadline.

4. Grant applications will be reviewed by the Instructional Enhancement Grant Committee. Committee decisions are subject to approval by the Vice Provost for Faculty Affairs.
5. If possible, funding should be used within the current fiscal year. Faculty carry-over funding may not be approved for the next year’s budget.

6. Faculty members receiving an Instructional Enhancement Grant must submit a progress report at the completion of the funded project. If the project is still in progress at the end of the budget year, an interim report should be submitted to be followed by a complete report at the conclusion of the project. All reports are to be submitted to the Vice Provost for Faculty Affairs with a copy to the chair of the Instructional Enhancement Committee. These reports may be submitted by email. Submission of a final report is a prerequisite to consideration for subsequent grants.

7. Grants are not typically intended to provide salaries for teaching summer courses or to fund release time. Salaries for teaching summer courses or release time will be funded only if they are essential components of a larger plan of instructional improvement or evaluation.

8. It is highly encouraged that grant applications include financial support (approximately 25% or more) from the member’s department and/or other sources. Grant applications that include such financial support will receive a more favorable review.

9. Preference will be given to applicants who have not previously received funds from this committee within the past two years.

10. Department funding must be itemized and specific to this project.

11. An Institutional Review Board (IRB) approval letter should be submitted with the application where appropriate.

12. If the funded project results in publication, support by the IEDC should be acknowledged in that publication as follows: “Financial support was provided by the Instructional Enhancement Committee of Middle Tennessee State University”.

May 25, 2018
APPLICATION FOR
INSTRUCTIONAL ENHANCEMENT GRANT

Name(s) of Applicant(s) ___________________________ Date: __________

College: ___________________________ Department: ___________________________

MTSU Phone: ___________ MTSU Box: _____ Email Address: ________________

MTSU start date: _______________ Tenure-track _____ Tenured _______ Year tenured:_____

I. PROJECT DESCRIPTION (including statement of objectives, methods, and timeline):

II. DISCUSSION OF BENEFITS OF THE PROJECT:

A. TO THE FACULTY MEMBER

B. TO THE UNIVERSITY
BUDGET:

I have received funds from this committee within the last one or two years. (Check one) No Yes If yes, Academic Year ________

List other grants applied for this academic year:

<table>
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<tr>
<th>Committee</th>
<th>Amount</th>
<th>Department</th>
<th>Amount</th>
<th>Other Source (specify)</th>
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<td>A. Salaries (itemized)</td>
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<td>B. Travel (itemized)</td>
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<td>C. Equipment (itemized)</td>
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<td>D. Supplies and Expenses</td>
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<td>3. Print/duplicating</td>
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<td>4. Art and office supplies</td>
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<td>5. Media production</td>
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<td>6. Instructional materials and software</td>
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<td>7. Rental of equipment</td>
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<td>8. Other (itemized)</td>
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<td>E. Miscellaneous (Please explain.)</td>
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</table>

Total Funds Requested (A+B+C+D+E) | ________ | ________ | ________ |
F. Additional explanations (if applicable) of budgeted items shown above.

SIGNATURES:

Applicant: ______________________________      Date: _________________

Department Chair: __________________________      Date: _________________

College Dean: ____________________________     Date: _________________

Committee Recommendation:

_______ Full Funding _______ Partial Funding ________ Denied Date: __________

Total Funds Approved: ______________________________

Comments: _______________________________________

_________________________________________________________________

_________________________________________________________________

________________________________________       Date: ________________

Chair, Faculty Development Committee

___________________________________       Date: ________________

Vice Provost for Faculty Affairs

Updated on June 5, 2018