

**Center for Teaching Excellence and Learning Request for Proposals:  
Teaching Excellence (TE): Innovative Teaching**



The Center for Teaching Excellence and Learning (CTEL) invites eligible Bradley faculty and professional staff to apply for Teaching Excellence (TE): Innovative Teaching Grants of up to \$3,500 for preparing a new course or substantially revising an existing one OR up to \$5,000 for preparing a new course or modifying a course that becomes approved as a Multidisciplinary Integration (MI) course in the Bradley Core Curriculum (BCC). Course development or modification must be for face-to-face or hybrid delivery.

TE: Innovative Teaching Grants are intended to promote best practices in higher education, enhance student learning experiences, and integrate new pedagogies and/or technologies into teaching practices.

Preference will be given to innovative teaching projects that target **high-impact** teaching and learning practices related to Bradley's strategic plan and/or the BCC. CTET encourages applications that will advance student skills or knowledge along one or more thematically-oriented Societal Challenges: Health, Technology, Justice & Ethics, Global Concerns, and Sustainability.

**TE: Innovative Teaching projects may also include:**

- Integration of new pedagogies and/or technologies
- Development of materials and resources that will substantially improve course effectiveness,
- Implementation of materials that decrease the financial burden of students, including OER.
- Backwards course design grounded in clearly defined learning objectives.
- Development of strategies that advance Diversity, Equity and Inclusion

**Award funds may be used to:**

- Acquisition of materials or technologies to advance teaching effectiveness
- Off-site campus visits to secure expertise that will improve course effectiveness
- Faculty stipend (up to \$3,500)
- Course release time (equivalent to the cost of covering one 3-semester hour course, up to \$3,500, paid directly to the applicant's department)

**Non-Allowable Expenses:**

- Items or services typically funded by a department, division, or college
- Travel to conferences or workshops
- Salaries for students not enrolled at Bradley
- Graduate assistants
- Tuition
- Professional memberships
- Publication expenses
- Online course design and/or course development

**Eligibility Criteria:**

1. TE: Innovative Teaching Grant proposals may be submitted by any faculty or professional staff member, regardless of rank or tenure. Faculty or professional staff employed less than full-time or filling a temporary position must have a full-time faculty or staff member designated as a co-director of the project.
2. Applicants may apply for a TE: Innovative Teaching Grant every two years. However, if funds are limited, preference will be given to proposals whose applicants received funding *least* recently.
3. Applicants may apply for funding through more than one mechanism (e.g., Interdisciplinary Initiatives through the Division of Strategy and Innovation). However, projects that are highly similar will not be funded by multiple mechanisms. Therefore, applicants applying for funds through more than one mechanism will articulate a plan for withdrawing an application pending the notification of funding of more than one award.
4. Applicants may have no more than two types of active internal grants (i.e., through CTEL, the Office of Sponsored Programs, the Division of Strategy and Innovation) at one time.

**Other Requirements:**

1. Award recipients must spend TE: Innovative Teaching Grant funds within one calendar year of the award notification.
2. If the TE: Innovative Teaching Grant proposal coincides with a sabbatical leave, applicants must include a letter from their department chair that confirms the approved sabbatical leave, and validates that the work proposed for support under a TE: Innovative Teaching Grant award is consistent with the scope of work approved by the department for the sabbatical leave.
3. If requesting course release time, department chair acknowledgement is required.
4. Only complete grant application packets including all required application materials in order (as listed on the next page) and submitted by eligible Bradley faculty and/or professional staff will be reviewed.
5. Proposals requesting funding for non-allowable expenses will not be reviewed.
6. As a condition of the TE: Innovative Teaching Grant, award recipients should be prepared to share information about their project, experiences, and outcomes with fellow Bradley faculty and staff through one of CTEL's professional development venues.

**Application Deadline:**

Priority consideration of TE: Innovative Teaching Grant proposals will be given to those submitted prior to **5:00 pm on March 24, 2023**. Late submissions will be considered, pending the availability of funds. Please contact Tim Koeltzow ([tkoeltzow@bradley.edu](mailto:tkoeltzow@bradley.edu)) with questions.

## Required Application Materials:

To ensure that your grant proposal meets all requirements, please refer to the Teaching Excellence: Innovative Teaching Grant Proposal Evaluation Rubric, available on the CTCL website.

TE: Innovative Teaching Grant application packets must include in order:

1. **Title page** – On the first page of your project plan, please provide the following information:
  - a. Grant type (i.e., Teaching Excellence: Innovative Teaching)
  - b. Project title
  - c. Amount requested
  - d. Estimated start date
  - e. Estimated completion date
  - f. Applicant's (and co-applicants', if appropriate) first and last name, department, college, building, office number, office phone, and Bradley e-mail address
  
2. **Grant Proposal** – a 5-page (maximum) detailed project description, using the following headings:
  - a. *Abstract* – Provide a brief (100 words) overview of the project.
  - b. *Project Description* – Provide a detailed description of the project, activities, and rationale.
  - c. *Project Participants* – Provide names, positions, e-mail addresses (if known), and a description of project roles/responsibilities students, consultants, and other project participants (not including the applicant).
  - d. *Background/Qualifications* – Describe prior work or research (by the applicant or others) relevant to the project.
  - e. *Innovative Teaching* – Describe the project's targeted innovative teaching practice(s) and how development of these practices will positively impact teaching and learning.
  - f. *Project Plan and Timeline* – Provide a detailed project plan and timeline that clearly outline how the project will be completed. If a summer stipend is requested, please explicitly describe the work that will be completed during the summer.
  - g. *Project Assessment* – Clearly state the project goals and/or objectives in terms that are measurable, observable, and realistic. Include a detailed plan for tracking progress and assessing outcomes as well as a plan for sustaining the innovative teaching practice(s) beyond the scope of this project.
  - h. *Budget* – Prepare an itemized list of all project expenses with clear explanation. Please include funding (anticipated or confirmed) from department, college, or other sources, including out-of-pocket.
  - i. *Previous Teaching Excellence Grants* (if applicable) – Include a copy of the final report for your most recently received Teaching Excellence: Innovative Teaching Grant (This report does not count towards the 3-page maximum).
  
3. **Human/Animal Research Subjects Approval** – (if applicable) documentation of approval to use human or animal subjects in research\*
4. **Travel Authorization Form** – (if applicable) complete with signatures from the applicant's department chair/director and college dean
5. **Letter of Support** – from applicant's department chair/director/immediate supervisor

**How to apply:**

Please submit all required application materials (i.e., title page, 5-page grant proposal, CUHSR and/or IACUC approval if applicable, completed and signed Travel Authorization Form if applicable, and one letter of support) in order as one pdf attachment in one e-mail message addressed to Susan Goodrich at [sag@fsmail.bradley.edu](mailto:sag@fsmail.bradley.edu) on or before the application deadline. Use the following subject heading: (Applicant's Last Name) TE: Innovative Teaching Grant Proposal. Please cc Dr. Tim Koeltzow at [tkoeltzow@bradley.edu](mailto:tkoeltzow@bradley.edu). A confirmation of receipt will be sent via e-mail within 2 business days.

Thank you for your interest in CTCL's TE: Innovative Teaching Grant. Award decisions are typically made within three weeks of the application deadline. Please contact Tim Koeltzow via email or phone (x4184) with any questions.