INNOVATIVE INSTRUCTIONAL GRANT APPLICATION FORM

Important Guidelines and Application

The Cameron University Innovative Instructional Grant has been established to support faculty and staff in the improvement of classroom, laboratory or library instructional procedures. Innovative Instruction is defined as a change in instruction which is new and worthy of emulation.

1. **Eligibility**: Faculty and staff who participate in some aspect of instruction at Cameron University.

2. **Funding Criteria**: Support faculty and staff in the improvement of classroom, laboratory or library instructional procedures. Aimed at the implementation of new and emerging technologies in the classroom, especially those that facilitate synchronous and/or asynchronous distance education, primary consideration will be given to projects concerned with direct classroom, laboratory or library applications.
   a. Supports equipment purchases and requests for travel, providing the equipment or travel will directly contribute to the innovative aspects of the project.
   b. Funds are not being used as a substitute for normal school/department equipment purchases.
   c. Funds do not support travel to professional meetings or faculty development travel.

   NOTE: Food expenses and membership fees cannot be paid from E&G funds.
   Please consult with the Business Office about purchases allowed.

3. **Proposal Evaluation:** Proposal must demonstrate:
   a. Innovative improvement to instruction.
   b. Benefit to the institution in line with the Cameron University mission statement and/or current strategic plan.
   c. Future, continued, or sustainable application.

4. **General Application Procedures**: The applicant will submit a formal request in the form of a proposal to the Office of Academic Affairs through the Department Chair and the Dean/Director. The proposal will be reviewed by the Cameron University Teaching and Learning Committee. Based on the recommendation of the committee, the VPAA serves as the final approving authority. Approval is subject to funding available.

5. **Project Description**: Cameron University Innovative Instructional grants require a formal written proposal request, which should include all of the following:

   (1) Cover page (pages 3-4 of this document)
   (2) Description of the project. The description should contain sufficient detailed information to show the relevance of the expenditure of the money to the improved instruction.
   (3) Describe any specific methods not discussed in (2) above.
   (4) Describe innovative aspects of project.
   (5) Personnel involvement and projected length of the project.
   (6) A discussion of the benefits to be received, and by whom, including benefit to the institution.
   (7) Describe how the project can be of future application, continued use, or is otherwise sustainable beyond the current / target semester.
   (8) An estimated budget statement with justifications including amount requested and itemized project expenditures. If equipment or travel are included, explain how each is tied to the innovative aspects of the project. Attach any supporting materials available.

6. **Format Requirements**: The written proposal should be <u>no more than five double-spaced typed pages</u> in length with 1 inch margins and 12 pt font. Handwritten applications or applications that do not follow the specified guidelines will be returned to the applicant without review.

7. **Applications Submission**: The typed <u>Innovative Instructional Grant Application Form</u> should be attached to the <u>formal written proposal</u> and submitted to the Office of Academic Affairs through your Chair and Dean/Director.

8. **Grant Money Expenses:** If awarded, grant money must be spent within the fiscal year. Grant monies do not roll over into the next fiscal year.

9. **Final Project Report:** A final project report must be submitted to the Office of Academic Affairs by June 30 of the academic year that you received your funding. **<u>Failure to spend the funds and/or submit a final grant report will compromise your eligibility for future funding</u>**.

10. **Support**: For further information, contact the Office of Academic Affairs.

Note:
Please read the guidelines very carefully.

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<u>Cover Page</u>

Please provide the following information about your request for funding. Answers should be complete, detailed, and specifically address the criteria for funding. Attach a formal proposal to this cover page before submission. Please see the Important Guidelines and Application information above.

Applicant Information	
Applicant Name:	
Department:	
School:	
Prior Funding	
Did you receive an innovative instructional grant in the last two years? ☐ Yes / ☐ No	
If yes, did the funding lead to an external grant submission, publication, or other form of scholarly publication? ☐ Yes / ☐ No	
If yes, how was the funding used? (100 words or less):	
Title of Project	
Brief Summary of the Proposal (250 words or less)	
Alignment with CU Mission Statement and/or Current Strategic Plan	
Please explain in one to two sentences how your project aligns with the CU Mission Statement and/or current Strategic Plan:	

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Criteria for Funding

Please check all that apply:

☐ Assists faculty or staff who participate in some aspect of instruction at Cameron University in implementing new and emerging technologies in the classroom (primary consideration will be given to projects concerned with direct classroom, laboratory or library applications and those facilitating online or ITV delivery).

☐ Supports equipment purchases and requests for travel, providing the equipment or travel will directly contribute to the innovative aspects of the project.

☐ Funds are not being used as a substitute for normal school/department equipment purchases or faculty development travel.

☐ Funds do not support travel to professional meetings.

Project Timeline

Funds allocated from this internal grant will be spent by (please check one): ☐ Fall   ☐ Spring   ☐ Summer

*Please note that all projects should be completed and purchases and reimbursement requests submitted by **June 15** of the academic year for which funding was received.*

Statement of Agreement

I understand that I must submit to standard University forms and purchasing procedures. I further understand that a written report must be submitted to the Office of Academic Affairs summarizing the proposed project by June 30 of the academic year for which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____   Date: _____

Required Signatures

_____   ☐ Approved   ☐ Disapproved
Department Chair   Date

_____   ☐ Approved   ☐ Disapproved
Dean   Date

_____   ☐ Approved   ☐ Disapproved
Committee Chair   Date

_____   ☐ Approved   ☐ Disapproved
VPAA   Date

For Office of Academic Affairs Use Only
Submitted Annual Report
☐ Yes / ☐ No

[*Form Updated 10/2022*]