Scholarship of Teaching and Learning Grants

SPONSORED BY THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING
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General Program Overview

The Scholarship of Teaching and Learning Grants (SoTL) sponsored by the Center for Excellence in Teaching and Learning provides funding supporting individual faculty members or faculty teams examining and reflecting upon the teaching and learning practices in their discipline in a systematic research study whose results can be made public to the campus community and beyond. Projects should employ the strict rigor that is applied to disciplinary research, be informed by prior scholarship on teaching and learning, and be focused on improving student learning in a local context. Projects may also address creating curricular reforms, designing new curricula, conducting research that informs teaching and learning, or initiating activities to improve the quality of instruction in an undergraduate or graduate course or program. SoTL grant awards should have measurable outcomes that are beneficial and instructive to the professional development of the faculty member(s) and to the larger CofC teaching and learning community.

Preferred Eligibility

All College of Charleston faculty members, including adjunct faculty members with demonstrated commitment to the College, are eligible and invited to apply for SoTL grants. Preference is given to permanent faculty members, given the potential for longer term impact on teaching and learning at the College. The committee also identifies as a priority the support of faculty in their initial years at the College. Members of the CETL Advisory Committee are not eligible to apply to the Committee for grants from funds under its jurisdiction.

The SoTL grants program is intended to fund projects that can be completed within one year, or to initiate projects that will be continued from other sources. Applicants must complete all previous SoTL projects before applying for a new SoTL grant.
Deadlines and Important Dates
Applications must be submitted electronically to https://forms.office.com/r/4cg0trirrD by 5:00 PM on the deadline date. (See submission instructions below). Deadlines will be strictly adhered to, with exceptions granted only in extraordinary cases.

Two rounds of grants are awarded, corresponding to projects conducted during the summer, fall, and spring semesters.

- Projects taking place in Summer and Fall 2022 (May 15-Dec. 15) - Application due: Apr. 29

Budgeting
Grants may not exceed $1,200 per project and grant recipients may not receive more than $2,400 in funding within any 24-month period from the date of award acceptance. Funds may be requested for expenses directly related to the project, such as materials, supplies, student assistants, travel, communications, honoraria, printing, and equipment.

Funds cannot be used for faculty stipends or for meals for employees (other than travel-related meals).

Review and Selection Process
Application review and recommendations for funding will be made by a review panel made up of members of the CETL Advisory Committee. In reviewing applications, attention will be given to the appropriateness of the objectives and methods to ensure that expectations are within the scope of the project.

Reports/Presentations
The SoTL recipient must submit an electronic copy of a Final Report to https://forms.office.com/r/i0vNHvz5z2. The Final Report is mandatory and due upon completion, or no later than six-weeks following the end of the SoTL grant cycle. The SoTL Final Report form is available in Word and editable PDF formats and can be downloaded at: https://cofc.sharepoint.com/sites/cetl-group/SitePages/Scholarship-of-Teaching-and-Learning-Grants.aspx. The Final Report should provide an evaluation of the success of the project, including but not limited to innovations in teaching, publication outcomes, and benefits to students. Prior awardees will be ineligible to submit subsequent proposals for consideration unless a report is completed and submitted to the CETL Director at least 1 week prior to the relevant application deadline.
Recipients must also participate in college-wide dissemination of the project through CETL during the year following their grant award. The recipient must acknowledge funding support from the College of Charleston CETL SoTL grant in any publication, presentation, abstract/poster resulting from the grant funding.

**Termination of Award**
Circumstances may arise necessitating the termination of the project prior to completion by either the institution or the recipient. This may be arranged at any time by agreement between the recipient and the CETL Director. Termination will be made with the understanding that all remaining funds are returned to CETL and that any unpaid balance of the award be canceled.

**Award Funding**
The awarding of grant funds will be administered by the Provost’s Office at the College of Charleston. The funds for all projects will be transferred to the recipient’s academic departmental R&D budget for distribution. It will be the recipient’s responsibility to work with the department chair on expending funds within the project period and within designated budget categories.

**Return of Unused Funds**
Awarded funds that are not used must be returned from the academic departmental R&D account to a CETL account to be awarded in the next funding period.

**Inquiries**
CETL encourages inquiries regarding this funding opportunity from potential applicants. Please direct all inquiries to: Margaret Hagood, Ph.D., Director of CETL: **hagoodm@cofc.edu**.
NAME: __________________________________ RANK: ______________________

DEPARTMENT: __________________________ EMAIL: ______________________

PROPOSAL TITLE: _______________________________________________________

*For summer awards, in which fiscal year will your project take place? Projects may not span fiscal years.

☐ FY 21-22 (funds spent between 5/15/22 and 6-30-22)  ☐ FY 22-23 (funds spent between 7-1-22 and 8-15-22)

Total Amount requested in this proposal? $______________

Would this be your first CETL SoTL award at the College of Charleston?

☐ YES  ☐ NO but even if this request is fully funded, I still would have been awarded less than or equal to $2400 total in all my CETL SoTL awards in my entire time at CoC.

☐ NO and the above does not apply.

Does your proposal involve any travel?

☐ YES  ☐ NO

List the dates and amounts for any other CETL SoTL awards awarded for a project starting between January 2021 and the present (if applicable):

<table>
<thead>
<tr>
<th>Calendar Year of Project</th>
<th>Season of Project (Fall, Summer, or Spring)</th>
<th>Amount Awarded</th>
<th>Final Report Submitted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>____________________</td>
<td>$_____________</td>
<td>☐ YES  ☐ NO</td>
</tr>
<tr>
<td>_______________________</td>
<td>____________________</td>
<td>$_____________</td>
<td>☐ YES  ☐ NO</td>
</tr>
<tr>
<td>_______________________</td>
<td>____________________</td>
<td>$_____________</td>
<td>☐ YES  ☐ NO</td>
</tr>
</tbody>
</table>

Do you expect to receive funds from any other source for this project?

☐ YES  ☐ NO

(If yes, please fill out chart below for all other possible funding Sources.)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount Requested</th>
<th>Status? (Awarded/Pending Decision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>$__________</td>
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</table>

Does the proposal involve research on human or vertebrate animal subjects?

☐ YES  ☐ NO

(If yes, include a brief statement describing the status of the Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) application. Such approval must be obtained before research and developments funds can be released.)

SIGNATURE, Applicant__________________________________________Date_____________

Attn. Chair: Funds for successful proposals will be transferred into the departmental R&D account unless otherwise stated in the award disbursement email (usually the only exception is summer funding).

SIGNATURE, Department Chair ____________________________Date_____________
Application Procedures

Applications must conform to the format outlined in the instructions below and on the application form. The CETL Advisory Committee will not consider proposals deviating from this format. The committee strongly recommends having a committee member review the project design and proposal text prior to finalizing and submitting a proposal, although this does not guarantee the proposal will be recommended for funding.
Abstract (not to exceed 250 words)

What is the pedagogical issue or teaching innovation you will research/implement? The abstract should concisely summarize the project and include intended outcomes/objectives, explain why they are valuable to the university and the unit, and highlight the plans and methods for achieving the project goals.
**Narrative** (not to exceed 2000 words, excluding references/citations, the abstract, and the budget worksheet)

**Specific Aims**
This section should contain the following elements:
- The overall purpose of the project
- The specific objectives to be achieved
- A statement of the specific research question(s) to be answered as a result of the project
- The rationale for the proposed project. This section should put the project in context: identify the problem to be addressed and the relation of the project to the applicant’s unit’s mission, objectives, and priorities. Any planning, pilot work, or prior observations that support the project should be included.
- The impact of the study on undergraduate or graduate teaching and learning (e.g., the benefits to student learning and success, the number of students to be served, etc.).
Literature Review
A brief review of the relevant literature should illustrate that your project is grounded in research and will demonstrate your knowledge of the issues involved in your problem.
Methods
The methods section must explain your overall project plan and all the activities required to complete the project. Provide a rationale for why you have selected the approach and how it will support your project. Include any potential limitations that may occur with the proposed methodology and what steps you will take to rectify any potential problems.
Evaluation
Your proposal must describe how you will assess the success of your project. Include a description of the data collection, instrumentation, and/or statistical methods you will use.
Knowledge Dissemination
Grants must describe how the results of the project will be communicated to the CofC learning community, and if applicable, to the field. You should list the target audiences with which you plan to share your results, such as a CETL workshop, TLT Con presentation, or specific journal.
Subjects
A brief statement describing the status of the IRB/IACUC application, for proposals involving research on human or vertebrate animal subjects.
Extramural Funding
If you will be seeking extramural funding for this project, please list the programs and agencies and specify how SOTL funds will be leveraged to enhance the overall project. For example, a SoTL project could serve as a pilot test for a larger, externally funded project.
**Timeline**

Provide a timeline of proposed project activities, from start to finish. An annotated list of dates and activities is the preferred format.
Itemized Budget
(one-page) Include a brief justification/explanation for each budget item. Matching funds from department or college sources should be listed, if provided.
Curriculum vitae

Please include a CV of the principal investigator.