

TEXAS CHRISTIAN UNIVERSITY
Instructional Development Grants

Proposal Guidelines

Purpose

The purpose of the TCU Instructional Development Grant Program (IDG) is to make available funds to support projects designed for the general enrichment of teaching and learning that go beyond normal expectations of a faculty member.

Examples of previously funded activities include development of new teaching pedagogies and curriculum innovations, incorporation of new technologies into teaching and learning, development of international content in teaching, and participation in programs for skills or professional enhancement directly related to instruction. Proposals in all areas of undergraduate and graduate teaching are welcome. The grants support the cost of items that go beyond funds normally provided by departmental budgets.

Each year special consideration is given to the development or expansion of courses in particular areas the University wants to enhance. In recent years these have included **student research opportunities, international experiences for graduate students, and awards for faculty who have not yet received an IDG.** All proposals are considered, but those that include one or more of these areas receive special attention. (See the IDG Evaluation Sheet for an indication of special consideration points.)

General Requirements

The following guidelines provide essential information for the development of proposals submitted for Instructional Development Grants.

1. Eligible applicants must (a) hold a full-time tenure-track, instructor or professional practice faculty appointment to TCU and (b) have filed a final report on all previously awarded instructional development grants. Only one proposal may be submitted by each eligible faculty member. And only one proposal will be funded for any one project, i.e., two faculty cannot submit and receive a grant for the same project.
2. Awards are limited to \$3600. Funds **will not** be provided for the following:
 - Typing of existing manuscripts.
 - Travel that is not directly related to the conduct of the proposed grant.
 - Student travel.
 - Faculty salaries or faculty release time.
 - Support of graduate students receiving fellowships or assistantships.
 - Preparation of course lectures by non-faculty members.
3. Proposals are reviewed by colleagues from many and varied disciplines. It is imperative that the details and importance of your project are presented in language

that will be clear to the layperson. Failure to address this requirement will cause your proposal to be rated low by non-experts.

4. The grant period is **June 1 through the following May 31**.
5. **One pdf file** containing the **complete** submission should be submitted electronically to Laurie Heidemann at laurie.heidemann@tcu.edu in the Office of Sponsored Programs by **the deadline specified in the call for proposals**. If the pdf does not include the required signatures, one copy of the cover/application page containing authorizing signatures should be sent to Laurie Heidemann at P.O. Box 297023 or delivered to Sadler Hall 1015 by the stated deadline. Note: If you cannot create a PDF file, contact Laurie for assistance **at least two days before the stated deadline**.

Budget Requirements

1. All expenditures must be fully justified and fiscally prudent.
2. Where appropriate, copies of brochures for conferences should be attached and the proposal should explicitly indicate how attending such a meeting/event is likely to improve instruction.
3. Include evidence that travel expenses are based on the lowest available advance purchase airfare; include a detailed itinerary. The *TCU Faculty/Staff Handbook* has other policies concerning travel.
4. Hardware, software, or other equipment requests should be well documented, including:
 - Cost estimates from TCU Instructional Services or TCU Technology Resources or copies of potential invoices for other equipment, if possible.
 - An explanation of why the equipment or computer is vital to the proposed project. If such equipment is available on campus, an explanation should be given as to why it is not sufficient to meet the need of the project.
 - A description of where the equipment will be located, who will use it, and who will provide maintenance. Also explain the plan for use of the equipment after the project is completed.

All equipment, including computers, must be properly received and inventoried by TCU Instructional Services (technology equipment) or Information Services and (computers).

Proposed Format

Proposals are to be organized into these five sections.

1. Grant Application Form: The form serves as the cover page for the proposal and is the only page that is submitted in hard copy. Forms that are incomplete and do not include original signatures will cause the proposal to be rejected.
2. Project Narrative: The narrative shall be clear, concise, complete, and no more than 1,250 words. These subsections are expected, in this order:
 - a. *Purpose*. Statement of the purpose of the project. Clearly summarize how this proposed project will directly enhance instruction in current or proposed courses. Establish that a need exists, clearly substantiate and adequately support the need with data, if possible. State how the project will achieve that purpose.
 - b. *Objectives*. State specific outcomes of this project and how they relate to specific course objectives, either existing or proposed. Establish how the project outcomes make a significant contribution to the improvement of teaching and learning.
 - c. *Description*. Provide a description of the procedures and/or activities to be followed in carrying out the project and identify as precisely as possible a time frame.
 - d. *Usefulness of the project*. Explicitly articulate the connection between the activities planned and the contribution toward the improvement of instruction. As specifically as possible, indicate the number of students per semester who could benefit from this project, if implemented. Show also how the results of the project may be useful beyond the specifically identified objectives and how those results may be utilized by others.
3. Budget: Completed budget form and one-page budget justification.
4. Appendix of Supporting Material: The appendix should **be no more than 5 pages** and include.
 - A description of specific activities aimed at the improvement of teaching effectiveness you have undertaken during the last two years. Cite pertinent publications or abstracts of papers presented.
 - One-page report of evident results of projects for which you had IDG funding awards over the last three years. Indicate how the proposed project relates to those grants, if appropriate.
 - A list of selected scholarly/artistic activity (publications, presentations, juried performances or exhibitions) during the past three (3) years.
 - Any additional information that you believe is essential to the clarification of the project narrative (e.g., justification for collaborative efforts, seminar brochures, etc.).
5. Evaluation Form: Complete the applicant information. The Committee will use this form to rate the proposal according to the criteria stated on the form.

Administration

1. It is ultimately the responsibility of the applicant/PI to assure that available grant resources are used judiciously to accomplish the objectives specified in the proposal and that expenditures remain within the approved budget.
2. Funds approved for one purpose may not be used for another purpose without prior approval of the Associate Provost for Research.
3. Grant recipients are required to submit a one page final project report to the Office of the Sponsored Programs within **90 days** after the expiration of the grant. The report should describe in detail the progress made and the relevance of the project.
4. Funds not expended prior to the termination of the grant period revert to the University, therefore, you are encouraged to make purchases early in the grant period to avoid this situation.
5. Funding may be awarded in total or in part.

Questions regarding the preparation of the proposal may be directed to the chair of the IDG Committee or to the Associate Provost for Research.