Grant Periods/Deadlines/Other Information

Proposals should be submitted to the Chair of the Instructional Development Committee according to disseminated instructions no later than March 15 (if the 15th is on a Saturday/Sunday, the deadline will be the Monday immediately following), the date indicated. Grants will be made by May 15th of each year and will ordinarily run from July 1 through June 30 of the next fiscal year. Award recipients must submit final reports to the Office of the Provost by September 30 of the year following grant award. Failure to submit the report will result in ineligibility to receive subsequent Instructional Development Grants.

Projects may be completed in a shorter time period or, under special circumstances, be granted an extension without any additional cost. While faculty members may receive more than one instructional development grant, they will not be eligible for two consecutive years. It is expected that a faculty member receiving an instructional development grant will communicate regularly with the department chair/dean concerning the progress of the project. Instructional development funds should not be used to purchase materials or services that are already available at ETSU or normally provided by departments. Any materials and items of equipment that can be used by the grantee’s department will become the property of the department when the project terminates. Computers (monitors, CPUs, or printers) are not funded and faculty stipends receive a low priority. Other electronic equipment necessary to complete the project is acceptable although innovative methods and activities define preferable consideration.

*Additions to policy are made in red above.*