

East Tennessee State University
Instructional Development Grant

Dear Applicant,

This is the official application for the Instructional Development Grant. It is a fill-in form with set space allotted for each piece of information requested. The text boxes are locked at 10pt type, the margins at ½" inch. Please do not alter this form, altered forms will not be considered.

After downloading, save and rename this form with a name that includes that of the primary applicant, for example "Jones IDG Application.pdf". In the "File" tab of Microsoft word, use "Save As" to change the name of the form. It is also recommended that you save the form while you complete it.

Things to consider while using this form:

- All text boxes with a red outline are required information for the application.
- Section 3, for applications with multiple applicants provide the requested information for all applicants.
- Section 4, be sure to list at least 1, and all courses or instructional activities addressed.
- Section 12, the form will not allow a total greater than \$5000.00.
- Section 14, even if your total proposed budget is under \$5000.00, provide the minimum funding request that would make the project feasible.
- Section 15, the letter of endorsement from the Chair, can be inserted into the completed form as 1 PDF or sent as a separate attachment.

Instructional Development Grants provide up to \$5,000 for special projects in which faculty implement and assess innovative methods to enhance student learning at ETSU. The committee weighs teaching innovations more highly than requests for equipment. The deadlines for submitting applications are sent to all faculty each year. Please note that there is only one funding cycle per fiscal year. Selection criteria are as follows:

1. Clear rationale for project, including a well-defined set of objectives
2. Originality and creativity of the proposal
3. Number of students who would benefit from the project
4. Applicability of project to courses or departments beyond those in which the project will occur
5. Clearly defined protocol for assessing outcomes of the project
6. Feasible calendar for implementing and assessing the project, including specific target date for completion

The Instructional Development Committee (IDC) looks favorably on proposals receiving partial funding from the academic department, college or school.

Please note:

- All full-time, permanent ETSU faculty are eligible to receive Instructional Development Grants.
- The IDC does not award grants to the same individual in two consecutive years.
- All funds awarded must be spent within the specified fiscal year and cannot be carried over to the next fiscal year.
- The IDC does not fund computer monitors, CPUs, or printers.
- The IDC considers faculty stipends a low priority.
- If the proposal includes equipment already available on campus (e.g., a video camera that could be checked out from the library), explain why buying additional equipment is necessary.
- Items purchased with Instructional Development funds become the property of the department when the project terminates.
- Award recipients must submit final reports to the Office of the Provost. Failure to submit the report will result in ineligibility to receive subsequent Instructional Development Grants.

When your application is complete, please send the application and the department Chair's letter of endorsement via email to Leah Hurst Knotts, knottsl@etsu.edu, 423-439-8445. Should you have questions about the application process, please contact Dr. Laraine Powers, powersl@etsu.edu.

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This is a fill-in form. In the space provided, answer or address each of the following (1-15). Each fill-in portion is set at Helvetica 10pt type, the margins are set at ½ inch.
*** ALTERED FORMS WILL NOT BE CONSIDERED***

1. Title of Proposal:

2. Date submitted:

3. Submitted by:
Name(s) and Rank(s)

Primary Contact Department

Primary ContactEmail

Primary Contact Phone

4. Course(s) or instructional activity addressed in proposal:

SUBJECT (4-LETTER CODE)	COURSE NUMBER (4-NUMBER CODE)	COURSE TITLE	APPROXIMATE ENROLLMENT
TOTAL ENROLLMENT			

If proposal concerns an instructional activity, other than a course, please describe.(Estimated character count is 500 using Helvetica 10pt.)

5. Rational and objectives of proposed project:(Estimated character count is 4500 using Helvetica 10pt.)

6. Proposed Instructional innovations, with emphasis on originality:(Estimated character count is 700 using Helvetica 10pt.)

7. How long will these innovations improve student learning:(Estimated character count is 500 using Helvetica 10pt.)

8. Plan for implementing project, including a project calendar:(Estimated character count is 500 using Helvetica 10pt.)

9. Method(s) by which you will assess attainment of project objectives:(Estimated character count is 500 using Helvetica 10pt.)

10. How will you sustain this project beyond the grant funding cycle:(Estimated character count is 500 using Helvetica 10pt.)

11. How will this project benefit the department as a whole, and the larger university? (Estimated character count is 500 using Helvetica 10pt.)

12. Proposed budget

ITEM	QTY	COST	DEPARTMENT CONTRIBUTION	REQUESTED IDC FUNDS
			TOTAL	

13. Budget rational: (optional)(Estimated character count is 500 using Helvetica 10pt.)

14. Minimum IDC funding request: (i.e. – bare minimum that would make the project feasible)

15. Also, submit a letter of endorsement from the department Chair describing the significance of the project.

Note: If the IDC recommends this proposal for funding, we will require signatures of the Faculty member, the department Chair, and the Dean of the respective College.

Please send application and the department Chair’s letter of endorsement via email to Leah Hurst Knotts, knottsl@etsu.edu, 423-439-8445.

Questions? Contact Dr. Laraine Powers, powersl@etsu.edu.