



INNOVATIVE INSTRUCTIONAL GRANT
(more than \$500)

Important Guidelines and Application

The Cameron Innovative Instructional Grant has been established to support faculty members in the improvement of classroom, laboratory or library instructional procedures. Innovative Instruction is defined as a change in the way a class is taught (usually stressing new and emerging technologies) which is worthy of emulation and has not yet been put into use by a significant number of colleges.

1. **Eligibility:** Faculty and staff who participate in some aspect of instruction at Cameron University.
2. **Activities Funded:** 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, primary consideration will be given to projects concerned with direct classroom, laboratory or library applications.
3. **General Application Procedures:** The applicant will submit a formal request in the form of a proposal to the Academic Enrichment Director through the Department Chair and the Dean. The proposal will be reviewed by the Cameron University Teaching and Learning Committee. Based on the recommendation of the Teaching and Learning Committee, the Provost serves as the final approving authority.
4. **Equipment:** Proposals may include equipment purchases and requests for travel, providing the equipment or travel will directly contribute to the innovative aspects of the project. **This grant program cannot be used as a substitute for normal school/department equipment purchases or faculty development travel. Ordinarily funds will not be approved for travel to professional meetings.**
5. **Project Description**

Cameron Innovative Instructional grants requesting more than \$500 in funding require a formal written proposal request. Use items 1-9 below to write your proposal.

- (1) Cover page of the instructional project.
 - (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. (What is to be gained?)
 - (3) Describe any specific methods not discussed in (2) above.
 - (4) Describe innovative aspects of project.
 - (5) Personnel involved in the project.
 - (6) A discussion of the benefits to be received, and by whom.
 - (7) Length of the project.
 - (8) An estimated budget statement showing proposed itemized expenditures. If equipment or travel are included, explain how each is tied to the innovative aspects of the project.
 - (9) Endorsement by department chairman. (Optional)
6. **Format requirements:** The written proposal should be concise and no more than five double-spaced typed pages in length with 1" margins and 12 pt font. Handwritten applications or applications that do not follow the specified guidelines will be returned to the application without review. Submit **written proposal** along with the **cover page**.
 7. **Applications Submission:**

The typed Innovative Instructional Grant Application Form should be attached (stapled) to the formal written proposal and submitted to the Office of Academic Enrichment.

8. **Grant Money Expenses:** If awarded, grant money must be spend 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 Director of Academic Enrichment by June 30 of the year that you received your funding. Failure to do this will compromise your eligibility for future funding.
10. **Support:** For further information, contact the Office of Academic Enrichment (awohlers@cameron.edu).

Note:

Please read the guidelines very carefully.



**INNOVATIVE INSTRUCTIONAL GRANT APPLICATION FORM
(more than \$500)**

Cover Page

Date:				
Name of Primary Applicant:				
Department:	Office#:		Ext.:	
			Email:	
Title of Project (Note title at the bottom of each page):				
Brief Description:				
If you have received prior funding, demonstrate how the funding was used to meet the proposed actions. Specifically, did the funding lead to an external grant submission, publication, or other form of scholarly publication?				
Value to Cameron University and Applicant:				
Beginning and Completion Date of Project	Begin:		End:	
Budget and Budget Justification for Requested Funds:				
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 Academic Research Center summarizing the proposed project by June 30 of the year that I received funding. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.				

SIGNATURE OF APPLICANT

Project Title: _____

**Please type and route accordingly
Approval Routing**

<p>1. Department Chair Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>	<p>3 Committee Chair Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>
<p>2. Dean Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>	<p>4 Enrichment Director Initials</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>

5. VP Academic Affairs

Recommend Approval: _____

Recommend Disapproval: _____

Date: _____

Note: After signing, make copy and file accordingly

Office Use	
Submitted Annual Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Project Title:	
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