



INNOVATIVE INSTRUCTIONAL GRANT APPLICATION FORM

Important Guidelines and Application

The Cameron University Innovative Instructional Grant has been established to support faculty and staff 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. **Proposal Evaluation:** Primary consideration will be given to proposals that assist faculty or staff who participate in some aspect of instruction at Cameron University in improving classroom, laboratory or library instructional procedures. Proposals must meet one of the following criteria:
 - a. Assists faculty or staff who participate in some aspect of instruction at Cameron University in implementing new and emerging technologies in the classroom especially facilitating online or ITV delivery (primary consideration will be given to projects concerned with direct classroom, laboratory or library applications).
 - b. Supports equipment purchases and requests for travel, providing the equipment or travel will directly contribute to the innovative aspects of the project.
 - c. Funds are not being used as a substitute for normal school/department equipment purchases or faculty development travel.
 - d. Funds do not support travel to professional meetings.
4. **General Application Procedures:** The applicant will submit a formal request in the form of a proposal to the Office of Academic Affairs through the Department Chair and the Dean/Director. The proposal will be reviewed by the Cameron University Teaching and Learning Committee. Based on the recommendation of the committee, the VPAA serves as the final approving authority.
5. **Project Description:** Cameron University Innovative Instructional grants require a formal written proposal request. Use items 1-9 below to write your proposal.
 - (1) Cover page
 - (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 involvement and projected length of the project
 - (6) A discussion of the benefits to be received, and by whom.
 - (7) An estimated budget statement with justifications including amount requested and itemized project expenditures. If equipment or travel are included, explain how each is tied to the innovative aspects of the project. Attach any supporting materials that are available.

NOTE: Food expenses cannot be paid from E&G funds.



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6. **Format Requirements:** The written proposal should be concise and no more than five double-spaced typed pages in length with 1 inch margins and 12 pt font. Handwritten applications or applications that do not follow the specified guidelines will be returned to the applicant without review.
7. **Applications Submission:** The typed Innovative Instructional Grant Application Form should be attached to the formal written proposal and submitted to the Office of Academic Affairs through your Dean/Director.
8. **Grant Money Expenses:** If awarded, grant money must be spent 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 Office of Academic Affairs by June 30 of the year that you received your funding. **Failure to spend the funds and/or submit a final grant report will compromise your eligibility for future funding.**
10. **Support:** For further information, contact the Office of Academic Affairs.

Note:

Please read the guidelines very carefully.



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Cover Page

Please provide the following information about your request for funding. Answers should be complete, detailed, and specifically address the criteria for funding. Attach a formal proposal to this cover page before submission. Please see the Important Guidelines and Application information above.

| Applicant Information | |
|--|--|
| Applicant Name: | |
| Department: | |
| School: | |
| Prior Funding | |
| Did you receive an innovative instructional grant in the last two years? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, did the funding lead to an external grant submission, publication, or other form of scholarly publication? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, how was the funding used? (100 words or less) | |
| | |
| Title of Project | |
| | |
| Brief Summary of the Proposal (250 words or less) | |
| | |



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Criteria for Funding

Please check all that apply:

- Assists faculty or staff who participate in some aspect of instruction at Cameron University in implementing new and emerging technologies in the classroom especially facilitating online or ITV delivery (primary consideration will be given to projects concerned with direct classroom, laboratory or library applications).
- Supports equipment purchases and requests for travel, providing the equipment or travel will directly contribute to the innovative aspects of the project.
- Funds are not being used as a substitute for normal school/department equipment purchases or faculty development travel.
- Funds do not support travel to professional meetings.

Project Timeline

Funds allocated from this internal grant will be spent by (Please check one):

Fall Spring Summer

*Please note that all projects should be completed and purchases and reimbursement requests submitted by **June 15** of the year in which funding was received.*

Statement of Agreement

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 Office of Academic Affairs summarizing the proposed project by June 30 of the year in which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____ Date: _____

Please type and route accordingly.

REQUIRED SIGNATURES

| | Approve | Disapprove | Date |
|-------------------|---------|------------|------|
| Department Chair: | | | |
| Dean/Director: | | | |
| Committee Chair: | | | |
| VPAA: | | | |

For Office of Academic Affairs Use Only

Submitted Annual Report

YES NO