



Faculty Center for Teaching

Guidelines for Submitting Summer Grant Proposals 2019

In 2019, the Faculty Center for Teaching (FCT) will be reviewing applications for summer grants designed to support faculty in their teaching. Awards will range from \$2000-\$4000 to support 4 weeks or 8 weeks of full time work respectively and are available to full-time Muhlenberg faculty. There are two different types of grants available: pedagogical development grants and new course development grants.

- **pedagogical development grants** support reflection on and revision of pedagogy. All faculty members normally update their courses by looking for new texts or course content, updating technology they have been using, or making changes in their assignments. The purpose of these grants is to encourage faculty to develop a significantly different approach in their teaching that focuses on improving student learning. Projects often include investigating and integrating pedagogies established in a field but new to the professor or the course. Examples of this are team-based learning, problem-based learning, active learning strategies, and service learning. Proposals may involve the development of an entirely new pedagogical approach that has not yet generated a comprehensive critical literature. A project may also require discipline-specific training that will have an impact on teaching.

While exploration is encouraged, it is also expected that a significant product will result from these projects, such as a newly configured course, significant course revision, or equivalent impact on teaching. It is helpful to include concrete examples of the types of materials, activities, or other changes you anticipate including in your course(s) as a result of the proposed study in your grant proposal. Projects that have received funding in the past include, but are not limited to, the exploration and integration of digital tools for collaborative work, the creation of guided-inquiry exercises as a contribution to discipline-specific resources, the development of a first year seminar that incorporates emergent communication technologies, the creation of assignments for team-taught courses that foreground the idea of interdisciplinarity, and the development of a service-learning component in an existing course. Additional examples of projects supported in previous years can be found on the FCT website.

- **new course development grants** support the creation of a new course that meets departmental, program, or College-wide needs. This does not include regular course preparation and/or revision of syllabi. The expectation is that the content of the course is significantly outside of the faculty member's area of professional training or expertise, or when the course is within the faculty member's disciplinary area, it is beyond the scope of typical course development, such as developing an FYC, developing a CUE course that addresses multiple subdisciplines, or developing a course to address an emerging subdiscipline within the field. Applications for new course development grants should include a letter from the appropriate Department Chair/Program Director or from the Writing Program Committee articulating the need for the new course and the reason the course is beyond the regular course preparation duties of faculty.

General Information

Joint applications for new course development and pedagogical development may make sense in some cases. For example, a faculty member who has been asked to teach a course for an interdisciplinary minor might use this new course as an opportunity to also develop new approaches to collaborative or team-based learning. Development of a first year seminar might include researching both new pedagogical approaches and distinct content. If you wish to apply jointly for a pedagogical AND a new course development grant, please indicate this in your single application that addresses the criteria of both grants.



Faculty members may apply simultaneously for multiple summer grants (i.e. those reviewed by FCT and FDSC), although the total summer grant money approved for any one faculty member will not exceed \$4000 (with the exception of applying for direct expenses in combination with any other award). As part of each grant proposal, a faculty member should disclose other internal applications for summer work and indicate which project is the highest priority and whether there is any overlap between projects. If a faculty member has received prior internal or external funding to support the same project, the faculty member must demonstrate a significant need for additional funding. If an application(s) for other sources of support is pending, the faculty member should disclose this and provide an expected decision date(s).

Grant recipients are expected to devote the specified amount of full-time work to their projects and agree not to accept other professional obligations during this period that would take considerable time away from their grant responsibilities. A faculty member who teaches a summer course during the proposed project time frame will not be eligible for a grant. If awarded a summer grant, a brief written report of your project is due on September 1, 2019 (for a course taught in Fall 2019) or January 15, 2020 (for a course taught in Spring 2020). We will also ask you to participate in a future FCT-sponsored event designed to allow grant recipients to share their work with the campus community.

In evaluating grant proposals, FCT places the highest priority on the quality and merit of the proposals submitted. Incomplete grants and those submitted after the deadline may not be considered. Other factors that may play a role in FCT's recommendations to the Provost for funding are the applicant's record with previous College funding, the dates of previous awards, and prospects for the project being completed during the time of the grant. For grants supporting the development of first year seminars, FCT will consult with the Writing Program Committee. Faculty who received a summer grant last year must first submit a progress report according to grant guidelines in order to be considered for a summer grant this year.

Proposals are due by noon on Friday, January 25, 2019. Applications should not exceed 750 words or approximately 3 pages. Please refer to specific guidelines that follow. Clearly indicate on the first page of your application whether you are applying for a new course development grant or a pedagogical development grant. If you are applying jointly for pedagogical and course development grants, please submit a single application that addresses the criteria of both grants (may extend to 1000 words maximum if needed). Please direct questions to Linda McGuire, Director of FCT.

Forward your completed application electronically to all of the following: Linda McGuire (lindamcguire@muhlenberg.edu) and Dana Lohman (danalohman@muhlenberg.edu) in the Provost's Office.

Pedagogical Development Grant Guidelines

1) Provide a description of the project you plan to undertake. Describe the issue(s) in your teaching or course that has been a challenge and the changes you would like to make to improve student learning. Indicate how your plans represent a significantly different approach from pedagogies you more commonly employ and how the work associated with this project is beyond typical course development expected of faculty. Include the kinds of research questions you will be pursuing and, to the extent possible, cite specific resources (in the FCT collection or elsewhere) that will support your investigation. Explain how you plan to evaluate the impact of your project on student learning.

2) Specify whether you are requesting 4 or 8 weeks of support and outline your proposed timeline (weekly for summer work plus indicate in which semester changes will be implemented). Explain how the



money will be spent (e.g. conference fees, transportation, texts, computer programs, stipend for time spent developing new course pedagogy, etc.).

3) If you have received a pedagogical development grant or a course development grant in the past five years, list the amount and date of the grant and briefly discuss the outcome of your work.

4) Outline your professional commitments over the summer.

5) Provide a list of courses that you have taught (within the last 3 years).

6) In times of financial challenge and in an effort to support as many worthy projects as possible, the Provost may approve partial funding of grant applications. Please indicate in your application whether you would be willing to consider a reduced award amount such should circumstances arise.

New Course Development Grant Guidelines

1) Provide the tentative name of the new course and when it is expected to be taught. Explain in what way this course departs significantly from your scholarly or professional training. Provide a description of the work you plan to undertake in developing this course. To the extent possible, cite specific resources that will support your work.

2) Specify the time commitment and provide a detailed explanation of how your time will be spent researching the new content or theoretical approach for the new course. Explain how the money will be spent (e.g. conference fees, texts, transportation, computer programs, stipend for time spent developing new course content, etc.).

3) If you have received a pedagogical development grant or a course development grant in the past five years, list the amount and date of the grant and briefly discuss the outcome of your work.

4) Outline your professional commitments over the summer.

5) Attach a current c.v.

6) Include a letter from your department chair, relevant program director, Writing Program Committee, etc. articulating the need for the new course and the reason the course is beyond the regular course development duties of faculty.

7) In times of financial challenge and in an effort to support as many worthy projects as possible, the Provost may approve partial funding of grant applications. Please indicate in your application whether you would be willing to consider a reduced award amount such should circumstances arise.