

MINI-DEVELOPMENT GRANTS TO AID INSTRUCTION

The College of Arts and Sciences will reserve (funding permitting) up to \$3,000/year from its budget in order to support mini-development grants for instruction.

I. OBJECTIVES

The principal objective of the mini-development grant program is to enhance the quality of our instructional program by encouraging and supporting new teaching strategies, innovative methods for effecting personal initiative among students, and stimulating ideas for classroom activities.

Applicants are encouraged to think creatively and to test the boundaries of their teaching methods and practices. Eligible activities include those listed here, but these examples are intended to start (not to conclude) your thinking. Proposals could contemplate adaptation of techniques common in one discipline to classrooms in disciplines where they are not common (for example, student creation of posters in music, language, or literature classes; or student preparation of study guides or workshops materials in math classes; etc.). Projects might include student and/or faculty production of videos, slides, or films for classroom use. Projects could focus on creation of innovative workshops or purchase of computer software that encourages active learning. They could provide opportunities for Boise State students to engage with the community (for example, by arranging to take K-12 students to a theatre production and discussing the experience with them). Faculty could propose attendance at conferences about innovative assessment methods (or community engagement or service learning).

The program is *not* intended to fund the following:

- trips (by either faculty or students) to regular professional meetings in their discipline;
- curricular development or capital acquisitions that are part of a department's normal functioning;
- library acquisitions;
- on-going activities that have become regular features of a department's program; applicants are cautioned against considering the mini-grant program as a source of on-going funding for departmental activities.

Applications that do not fit within the grant guidelines will not be forwarded to the committee.

II. ELIGIBILITY

All faculty members (including special lecturers) in the college who intend to return for the year following the award are eligible to apply. A faculty member who has received an award in the previous two grant rounds is not eligible to apply.

III. DETAILS OF THE PROGRAM

- A. Grants normally range from \$300 to \$1000, with an average award of \$600-700, as determined by a faculty selection committee.

- B. Mini-development grants will be awarded during the fall semester for activities to be carried out during the late fall semester or spring semester of the same academic year.
- C. All grant money awarded must be expended before June 30th of the fiscal year in which the grant is awarded. However, grant activities and experiences may extend throughout the summer with the stipulation that the report to the Associate Dean be submitted by September 1 of that year.
- D. If grant activities will take the recipient away from campus, the recipient must arrange for normal contact teaching obligations and other responsibilities to be assumed by appropriate individuals.
- E. Grant-supported activities should not substantially interfere with teaching obligations, and standard procedures must be followed for requesting authorization for travel.

IV. PROCEDURES

Applicants must submit eleven copies of a proposal, signed by the Department Chair, to the Associate Dean by late September.

A. PROPOSALS

Proposals should not exceed three pages, including the budget. Additional information that might be helpful to the committee (e.g. descriptions of conferences, cv's for visiting experts, descriptions of software programs, etc.) may be included in an appendix. Proposals must include the following:

1. Summary (maximum of two pages). In clear, non-specialist language, describe the project and how it will enhance quality of instruction. Address the following points:
 - Explain the project's innovative aspects and the applicant's active role in creating and implementing it.
 - Describe the activity's on-going impact on instruction, on the department, and on the college.
 - Explain why Mini-Grant funding is required. (i.e.why this is not part of the department's normal functioning)
2. Budget Narrative. Specify expenditures, indicating how estimates were arrived at. List all sources of funding in addition to this grant, indicating whether other funding is committed or pending.
3. Summary of Previous Grant. Include a copy of the completion summary for your *department's* most recent previous grant.

B. EVALUATION

Proposals will be evaluated by the Mini-Development Grant Committee, according to the following criteria:

1. Consistency with program objectives, including innovative strategies and methods.
2. On-going impact on student learning, on the department, and on the college.
3. Clarity and reasonableness of the budget.
4. Clarity of the proposal.

By early November, the committee will forward recommendations to the Associate Dean, who will inform applicants of the decisions. No faculty member applying may serve on the committee.

V. FOLLOW-UP ACTIVITIES

Within one month of completion of the grant activity (but no later than September 1), a recipient must forward to the Associate Dean a one page summary of the project's results, any recommendations coming from the activity, and any plans for communicating ideas generated by the activity.