University Teaching Development Grant  
Application

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| APPLICANT INFORMATION | | | | | | | |
| Name: | |  | | Today’s Date | | | Click or tap to enter a date. |
| Employee ID Number: | |  | | Phone: | | |  |
| Department: | |  | | Campus Box #: | | |  |
| Job Title: | |  | | | | | |
| DATE(S) OF PROPOSED ACTIVITY | | | | | | | |
| From: | | | Click or tap to enter a date. | To: | | Click or tap to enter a date. | |
| NOTE: If applying for retroactive reimbursement, please be aware that Baylor policy states that expense reimbursement must be completed within 30 days to avoid income tax implications. Also, any retroactive grant money applicable to expenses incurred by the department will be transferred to the department. Please feel free to email **atl@baylor.edu** with any questions. | | | | | | | |
| ELIGIBILITY | | | | | | | |
| Will you teach at Baylor in the coming academic year?  (affirmative response required for funding) | | | | | Yes  No | | |
| When did you join the Baylor faculty? | | | | |  | | |
| When did you last receive a University Teaching Development Grant? | | | | |  | | |
| Amount? | | | | |  | | |
| If you received any of the following awards, please indicate the year in which you received them. | | | | | | | |
| Summer Faculty Institute: | | | | |  | | |
| Semester Research Leave: | | | | |  | | |
| Summer Sabbatical: | | | | |  | | |
| Release Time: | | | | |  | | |
| University Research Grant: | | | | |  | | |
| Other (FRIP, URSA, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | |
| PROJECT INFORMATION | | | | | | | |
| 1. Please provide a detailed abstract of the activity you are proposing (150-200 words). | | | | | | | |
| NOTE: Samples of approved applications can be found on the ATL website. <http://www.baylor.edu/atl>. | | | | | | | |
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| 1. Identify the activity for which you are seeking grant funds (select all that apply). | | | | | | | |
| NOTE: the university teaching development grant committee will NOT approve funding for any of the following proposed activities:   * Routine curricular revision or course development. * Research focused primarily on field content and only secondarily on teaching. * Travel for research or scholarly projects, including the delivery of papers or presentations. * Attendance at conferences, professional meetings, or academic associations unrelated to teaching. * Preparation of textbooks. * Publication of conference papers or books, or production costs of other media. * Purchase of teaching or research materials, equipment, and/or software. | | | | | | | |
| Teaching development for specific course(s) or class(es).  Teaching-related seminar or workshop.  Intensive study/training/coaching in area of teaching responsibility.  Travel to confer with/learn from recognized leaders in a field or discipline. | | | | | | | |
| Other: |  | | | | | | |
| 1. Describe the activity for which you are seeking grant funds. *Include in your description a plan of action relating to your proposal (see below for examples).* | | | | | | | |
| If you are requesting funds to attend a scheduled event, such as a workshop, seminar, conference, or class, include the name, dates, location, sponsoring organization, and purpose of the event. For scheduled events, you should also attach a brochure or provide a web link associated with the event. Include a list of presentations you will attend at a conference.  If you are requesting funds for individualized study, fieldwork, or meetings, include a detailed itinerary with dates and locations; names, positions, and expertise of individuals consulted; topics to be discussed and/or work to be completed; durations of scheduled meetings; and confirmation correspondence. | | | | | | | |
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| 1. Explain how the proposed activity is related to your teaching and how it will enhance your teaching effectiveness at Baylor. *Include in your explanation a specific course that you wish to improve, challenges you face in the course, and specific outcomes that will result from the proposed activity, such as new student activities or assignments.* | | | | | | | |
| Descriptions that are too brief or too vague will not provide sufficient information for the committee to approve your request. The following information is helpful to the committee:   * The course goals, objectives, assignments, or activities *copied out of your syllabus* that are relevant to your proposed activity. Please omit course schedules and policy sections (e.g., OALA, Attendance, Title IX notice). * Specific topics or units that will be developed or revised as a result of the proposed activity. * A description of ideas or information you hope to gain as a result of the proposed activity and an explanation of how those ideas or that information will enhance your teaching effectiveness. * Any other explanation that illustrates how your request will improve your effectiveness as a teacher. | | | | | | | |
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| 1. Will you be completing your proposed activity as a member of a group? | | | | | Yes  No | | |
| If yes, are other members of your group seeking UTDG funds? | | | | | Yes  No | | |
| If “yes” again, please list the other members of your group so that the committee can determine the level of funding for which you are eligible: | | | | |  | | |
| NOTE: Grants for group travel are capped at 25% of UTDG funds. All members of a group must submit their applications together. Special attention will be made to each group member's individual answer to Question 4. | | | | | | | |

*[Please preserve page breaks. The Project Budget should start on a new page.]*

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| PROJECT BUDGET | | | | | | |
| NOTE: Total funds granted by UTDG over a two-year period will not exceed $2,500. | | | | | | |
|  | Requested from UTDG | | Applicant will Fund | Department will Fund | Other funding source(s)  *Provide detail below.* | TOTALS |
| Airfare |  | |  |  |  |  |
| Ground Transportation (car, cab, etc.) |  | |  |  |  |  |
| Parking and Luggage |  | |  |  |  |  |
| Lodging |  | |  |  |  |  |
| Meals |  | |  |  |  |  |
| Tuition/ Registration |  | |  |  |  |  |
| Other cost(s) *Provide detail below.* |  | |  |  |  |  |
| TOTALS |  | |  |  |  |  |
| Supplemental Budget Information | | | | | | |
| Explanation of other funding sources: | |  | | | | |
| Explanation of other cost(s): | |  | | | | |
| Additional budget information for the committee: | |  | | | | |
| NOTE: Requests for items not compliant with Baylor travel, purchasing, or any other policy will not be approved. | | | | | | |

*[Please preserve page breaks. The following Signatures section should start on a new page.]*

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| NOTICE OF GRANT REQUIREMENT | |
| The UTDG Committee would like to know the value of your experience. If you are approved for funding, you must submit a written report regarding what you learned as a result of the funded project and how your project activity will enhance your teaching at Baylor. Instructions will be included in letters of grant approval. **Expense reports will not be processed until we have received your written report.** | |
| APPLICANT SIGNATURE | |
| Signature: |  |

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| ENDORSEMENT AND SUBMISSION | | | | |
| Endorsement (Department Chair, Unit Director, or Division Head) | | | | |
| Signature: | |  | | |
| Comments: (Optional) | |  | | |
| Application Checklist: | | | | |
| Application form completed.  Application signed by applicant.  Endorsement signature received.  Supporting materials attached (syllabi excerpts, conference flyer, informational documents).  Electronic copy of completed application sent to [atl@baylor.edu](mailto:atl@baylor.edu)  Scan of signature page sent to [atl@baylor.edu](mailto:atl@baylor.edu). | | | | |
| NOTE: UTDG will continue to accept hard copy submissions, but **a hard copy is not necessary IF you provide a scan of the signature page (applicant and endorsement) vie email.** | | | | |
|  | Mail: | | Delivery: | Email: |
|  | Academy for Teaching & Learning  One Bear Place #97189 | | Moody Memorial Library 201 | atl@baylor.edu |