# Penn State DuBois Teaching Development Grants

# 2022-2023

**Deadline for Application Submission: by 12 pm (noon) on August 12, 2022**

**Purpose**

The Teaching Development Grant (TDG) program is designed to provide a source of financial support for the instructional activities of full-time faculty members at Penn State DuBois. It is intended to improve classroom instruction and enhance the quality of teaching and learning.

**Instructional Improvement Projects**

The following is an illustrative, but not exhaustive, list of examples of projects appropriate for TDG proposals:

1. Developing an online or blended technologies course involving one or more faculty members in the course development.
2. Requesting software to assist with the development of supplemental materials or resources for a course.
3. Hiring students to assist with the development of a web site for practice exercises.
4. Traveling to a pedagogical conference to learn new ways to teach a course.
5. Significantly revising and improving a course or series of courses.
6. Experimenting with and documenting new teaching approaches in the applicant’s discipline.
7. Working cooperatively with others to explore, document, and develop interdisciplinary and/or team teaching approaches.
8. Designing and testing methods for evaluating teaching.
9. Developing study abroad experiences.
10. Designing a course module(s) using blended technologies.

**Instructions for the Preparation of the Proposal**

**Components of the Proposal:**

Your proposal must include the following sections (in order):

1. **Budget Summary Cover Sheet (use attached form)**
2. **Proposal Text** (**maximum of 2 pages**) written in **plain English**
3. **Previous Teaching-Related Support:** For your three most recent awards related to improving teaching, list the year and amount of the award and the outcome of the project.
4. **Itemized Budget Information**: Explain the components of the budget presented in the budget summary. Identify any in-kind support provided by your campus and sources of support from outside the college, e.g., the Schreyer Institute, DEF.
5. **Evaluation page (use attached form)**

**Proposal Text**

The following topics must be discussed in the proposal **in plain English (**i.e., without disciplinary jargon):

1. **Objectives**: Briefly describe the course as it currently exists and the problem(s) you plan to address. State clearly and briefly what you plan to accomplish.

1. **Proposed solution:** Describe the project activities you are planning and explain how they are related to the objectives. Explain how you plan to accomplish each objective. This section should identify the following as appropriate for the project: active learning, learner-centered projects, cooperative and group learning, appropriate use of instructional technology, faculty collaboration, feasibility of completing a high-quality project within the time period specified and with the available resources, usefulness to other faculty at the campus or at another University college campus.
2. **Assessment of student learning:** Briefly explain your plan to assess student learning as a result of the proposed change(s).
3. **Timeline:** Outline the work completed to date on this project and your timeline with specific dates for the completion of the project.

Include adequate information in each section to support the evaluation of the proposal by the reviewers, including the expected impact on the learning environment and students in the course.

**Budget Development**

Budget items must be clearly itemized and related directly to project activities.

Keep the following in mind as you prepare your budget:

1. No amount of support is too small to be requested through a TDG proposal.
2. Opportunities for matching funds for projects should be explored. For example, the Schreyer Institute offers several opportunities.
3. The purchase of software, printed material, microfiche, supplies, small equipment, and other similar materials may be included if the purchase is directly related to the activities of the project. The purchase of microcomputers will not be supported.
4. Travel may be included, but it must be clearly explained in the proposal why travel is essential for the conduct of the proposed project and its expected outcomes. Note that the Schreyer Institute sponsors Teaching Enrichment Travel Grants.
5. Stipends, summer support and released time from teaching may not be requested.
6. Funds to hire students to assist with a project may be requested.

**Procedure for submission:**

Please forward the completed proposal to Laura Pentz at [laurapentz@psu.edu](mailto:laurapentz@psu.edu).

**Proposal Review Process**

* TDGs are awarded on a competitive basis.
* Each proposal is evaluated by a committee. The Chief Academic Officer (CAO) will make the final decisions on the award of funds. Some proposals may receive only partial support due to budget constraints.

Please consult the document, **Principles and Procedures of Academic Affairs Funding Committee** for further information about the application and review process.

## **Project Completion**

At the conclusion of the project, faculty members will provide a brief report (one page) on the project to their CAO. This report should include the assessment of the planned outcomes of the project. The report may be submitted by email to Laura at [laurapentz@psu.edu](mailto:laurapentz@psu.edu).

Because of the temporary nature of the funds for the TDGs, project money should be expended by the end of the fiscal year (June 30) that follows the year in which the award is granted.

**TEACHING DEVELOPMENT GRANT**

## PENN STATE DUBOIS

**Budget Summary**

Name: Date:

Rank: Email address:

Campus: Division:

Title of Proposed Project:

Budget Summary: Summarize below the expenditures for which you are requesting TDG support. Indicate by source in column (2) any matching funds available for the project. Attach a separate page explaining anticipated expenditures in the categories below, such as individual trips, including destinations; equipment lists; wage payroll or work-study employees, including compensation rates; and materials lists. Identify in-kind support.

Expenditures from:

* 1. Total Teaching Development Funds Requested
  2. Matching funds**/**Other sources

| Expenditure For | Amount |
| --- | --- |
| Travel |  |
| Equipment |  |
| Wages |  |
| Materials |  |
| Other: (specify) |  |
| Totals: |  |

The net amount requested from the TDG total (Column 1) MINUS any match available from other sources (Column 2).

**Net amount requested from TDG**:

**TDG EVALUATION FORM**

**RECORD OF REVIEW BY Committee**

(Please attach this form as the final page of the TDG proposal.)

Quality of Proposal: Low Medium High

Impact on Quality of Teaching: Low Medium High

Funding Decision: Yes No

Funding Amount (if to be funded) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: