

GUIDELINES FOR APPLICATIONS FOR UL-LAFAYETTE INSTRUCTIONAL IMPROVEMENT MINI-GRANTS

INTRODUCTION

Applications for Mini-Grants will be accepted from individual UL-Lafayette faculty members or groups of faculty members. In each case the application must be submitted through and receive the endorsement of the appropriate department head(s) and academic dean(s). **An application involving one faculty member should not request more than \$500. An application involving two or more faculty members should not request more than \$750.**

FORMAT FOR APPLICATIONS

Applications for Mini-Grants should contain the following:

1. Completed Application Cover Page (Attachment A).
2. Project Description. Brief description of the proposed project, complete, but as concisely written as possible. **Recommended length is two to three double-spaced typewritten pages which should contain:**
 - a. The immediate objectives of the proposal;
 - b. The methodology to be used in carrying out the proposal;
 - c. A statement of possible educational significance;
 - d. A timetable for project completion; and
 - e. An explanation of how the effectiveness of this project will be evaluated after its completion.
3. Budget. Specifications for expenditure of requested funds are to be listed under the following categories: Personnel, Travel, Supplies, Operating Services and Equipment. A line-item justification is to be attached to the budget.
4. **SUBMIT FOUR (4) COPIES TO THE OFFICE OF FACULTY DEVELOPMENT.**

ALLOWANCES AND RESTRICTIONS

1. Funds for faculty salaries are not available.
2. Modest funding for student assistants essential to the project may be allowed at the discretion of the Faculty Advisory Committee; detailed documentation must be provided.
3. Funds for materials (films, tapes, books, etc.) are available where a unique value of the materials for the project is established and such materials are not readily available through normal University channels.
4. Funds are available for services (duplicating, printing, drafting, etc.).
5. Funds are available for the purchase of instructional equipment where it is demonstrated that such equipment is necessary to the success of the project and is unavailable from departmental or other University sources.
6. Funds are available for travel where significant support is also provided from departmental travel funds.

FINAL REPORT

Upon completion of the funded project, the recipient of the Mini-Grant must file a report on the use of such funds with the Faculty Advisory Committee for Instructional Improvement Mini-Grants. Guidelines for final reports will be distributed to mini-grant recipients.

Any questions concerning the Instructional Improvement Mini-Grant Program may be directed to the Office of Academic Planning and Faculty Development, Ext. 2-5308.

For Faculty Development
Office Use Only
PROPOSAL # _____

ATTACHMENT A
FALL 20____ INSTRUCTIONAL IMPROVEMENT MINI-GRANT
APPLICATION PAGE

Title of Mini-Grant: _____

Name of Faculty Member(s): _____

Respective Department(s) _____

Mini-Grant Funds Requested: _____

Departmental Funds Requested: _____

Total Project Cost: _____

Faculty Member Signature

Faculty Member Signature

Departmental Endorsement

I have reviewed and approve submission of this proposal to the Advisory Committee on Instructional Improvement Mini-Grants. I believe that is funded the proposed project will contribute to greater teaching/learning within this department. I approve expenditure of departmental funds as submitted in this budget.

Department Head Signature

Department Head Signature

College Endorsement

I have reviewed this proposed instructional improvement project and endorse its submission to the Faculty Advisory Committee

Academic Dean Signature

Academic Dean Signature

ATTACHMENT B
SAMPLE BUDGET

	<u>Mini-Grant Funds</u>	<u>Department Funds</u>	<u>Total Project Cost</u>
1. Personnel			
Undergraduate Student Assistant (3 hours per week for 10 weeks at \$7.25/hour)	\$217.50	0	\$217.50
2. Travel			
Visit to University of _____			
Air fare	\$320		
Lodging (2 nights)	110		
Meals (3 days)	78		
Taxi	<u>30</u>	\$269	\$538
3. Supplies			
a. Special supplies for _____	\$60	0	\$60
b. Miscellaneous office supplies	0	\$35	\$35
4. Operating Services			
a. Printing	\$40	0	\$40
b. Duplicating charges	<u>0</u>	<u>\$50</u>	<u>\$50</u>
Total Budget Request	\$586.50	\$354	\$940.50

Justification

A line-item justification must be attached as part of the budget request.