**Academic Affairs Innovation Grant Informational Guide**

**Due to the Office of the Provost: November 15**

Applicants,

Use this information to assist you in filling out the grant application. You should also be aware of the **University’s Intellectual Properties policy** when applying for funding, available at <https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2>

**Purpose:** The purpose of this grant is to provide faculty with the time and resources to devote to designing a strategy to contribute to enrollment growth through a recruitment or retention effort based upon research. Preference will be given to team proposals, which are strongly encouraged.

# Description: The proposal review committee is made up of persons from various disciplines, so it is vital that you provide a clear explanation of your activity. Your description should include:

* how the project is innovative,
* what the strategy will entail, and
* how the project will impact enrollment growth.

# Justification: The grant needs to go beyond the regular or expected normal job requirements. A specific area of design needs to be identified on the application form. Factors, such as the ones listed below, will be important considerations:

* investment of time, energy, and resources by the faculty member (this commitment should be viewed as the equivalent to a one-month summer employment or a half-time summer position. Anticipated time invested in the project should be addressed in some detail under timeline below),
* impact on program,
* importance of the proposal to the students and its relationship to the departmental and institutional mission, and
* potential impact on enrollment.

# Budget: Be specific by citing things that apply to your project such as approximate travel costs, book costs, material costs, software costs, etc. If no development funds are needed, please indicate that on the application.

**Timeline**: You will need to clearly identify the completion date of the project. If applicable, please include the approximate expected project activity deadlines and the time to complete each activity.

**Assessment:** Explain how the outcomes will be evaluated. Multiple sources of assessment and data collection will strengthen the application. You should assess how successfully your project enhances enrollment growth, not just the completion of your project. An oral presentation to CTLT at the conclusion of the project is required with a final written report; final report due either June 1st or September 1st (with preliminary report on June 1st if submitting your final report on September 1st) with CTLT presentation scheduled the WF semester following your summer grant (SUM19 grant = WF19 CTLT presentation).

**Chair’s Endorsement:** This grant is not for research purposes. It must have a strong potential for growth in enrollment. Proof of growth potential in the application should be clearly articulated in the assessment portion of the application and **cited in the chair’s endorsement letter. The chair’s endorsement letter will be used as part of the committee’s evaluation of the project.**

**Preliminary & Final Reports w/CTLT presentation (electronically submitted):** Upon accepting an Academic Affairs Innovation Grant you will be required to submit a final electronic report to your department chair, college dean, Provost and the Center for Teaching, Learning, and Technology (ctlt@pittstate.edu) **on or before June 1st.** This electronic report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond June 1st. In such cases a detailed status report will be acceptable with the **final report due September 1st**. Once CTLT receives your final report, they will schedule you to present your project during the WF semester following your summer grant.

 The reports will be posted on a dedicated website available to the PSU community. **Failure to submit the electronic report to those designated above by the June 1st deadline (and/or September 1st) will result in the faculty member no longer being eligible for future summer Academic Affairs Innovation Grants.** You should consider including this report in your documentation for your performance appraisal, tenure, and promotion dossiers.

**Rating** Your application will be rated using the following system:

Description worth 7 points Justification worth 7 points

Budget worth 2 points Timeline worth 2 points

Assessment worth 5 points Chair/director endorsement letter worth 2 points

 **Total points 25**

**Application for the *Academic Affairs Innovation Grant* for SUMMER TERM PAY**

**DUE TO THE OFFICE OF THE PROVOST, 220 RUSS HALL**

**NO LATER THAN: November 15**

**PURPOSE:**

The purpose of this grant is to provide faculty with the time and resources to devote to designing a strategy to contribute to enrollment growth through a recruitment or retention effort based upon research. Preference will be given to team proposals which are strongly encouraged.

**ELIGIBILITY:**

* This grant competition is **open to all full time faculty**.
* When a faculty member is awarded anAcademic Affairs Innovation Grant for the upcoming summer term, that faculty member is not eligible to compete for another award for the next three (3) summer terms (i.e. awarded in year A, not eligible for years B, C, and D.)
* This Academic Affairs Innovation Grant does not conflict with any regular summer session teaching appointment, should you be awarded such contract for summer employment for either a full or a part-time teaching assignment.
* Reports are required – due June 1 and/or September 1 with a presentation to CTLT the WF semester following your award.

**APPLICANT(S) INFORMATION: (please add applicants to application if needed)**

Applicant:

 (Title – Dr., Mr., Ms., etc.) (First Name) (Last Name)

Department: Rank:

Applicant:

 (Title – Dr., Mr., Ms., etc.) (First Name) (Last Name)

Department: Rank:

Faculty Agreement Signature(s): Date:

 Faculty member(s) signature(s)

**REQUIRED GRANT APPLICATION CONTENT (please use 12-pt. font and 1-inch margins):**

**Please consult the *Academic Affairs Innovation Grant Informational Guide* for assistance in filling out the form.**

**Detailed Description of Project *(one page maximum)***

**The description should include:**

* how the project is innovative,
* what the strategy will entail, and
* how the project will impact enrollment growth.

**Justification *(one page maximum)***

* Investment *(the time, energy, and resources to be invested by the faculty member seeking the grant)*
* Issues and Impacts *(the importance of the proposal to the students and its relationship to the department/school and institution mission, and the potential impact on enrollment.)*

**Proposed Professional Development Budget ($500 maximum, individual or group – 1/2 *page maximum)*:**

Needed: Not needed:

(Check one, please)

**Timeline of Implementation *(½ page maximum)***

**Methods of Assessing/Evaluating Grant Outcome *(one page maximum)***

**SUPPORTING DOCUMENTATION:**

# Letter of project endorsement from Department Chair. *By endorsing this project, the Chair certifies that the project is going beyond the regular or expected normal job requirements. The Chair’s letter of endorsement will be used as part of the committee’s overall evaluation of the grant application.*

Endorsement by Department Chair Date:

Endorsement by College Dean Date:

**Final and/or Preliminary Reports (electronically submitted)**

Upon accepting an *Academic Affairs Innovation Grant* you will be required to submit a final electronic report to your department chair/director, college dean, Provost and the Center for Teaching, Learning and Technology (ctlt@pittstate.edu) **on or before June 1st** (and September 1st, if applicable) during your summer grant award. The reports will be posted on a dedicated website available to the PSU community. This report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond June 1st. In such cases, a detailed status report will be acceptable with the final report due no later than September 1st. Once CTLT receives your final report, they will schedule you to present your project during the WF semester following your summer grant.

You should consider including the report in your documentation for your performance appraisal, tenure, and promotion dossiers. **Failure to submit the electronic report to those designated above by the June 1st** **(or September 1st, if applicable) deadline will result in the faculty member no longer being eligible for future Academic Affairs Innovation Grants.**

**SUMMER STIPENDS GUIDELINES**

The Office of the Provost invites applications for Innovation Stipends to ***be paid during a Summer Session***. The purpose of the stipends is to enhance enrollment growth.

A limited number of stipends will be funded for the Summer Session. Compensation will be a stipend of no less than $4,500, contingent on the application and number of applicants participating in the proposal, plus up to a maximum of $500 per application (total for all participating in the proposal) for travel, materials, etc. Team applications are encouraged.

Faculty will be eligible for a Summer Stipend once every three years. These stipends are intended to encourage enrollment growth; therefore, research projects will not be considered.

Upon accepting an Academic Affairs Innovation Grant you will be required to submit an electronic final report to your department chair, college Dean, Provost and the Center for Teaching, Learning and Technology (ctlt@pittstate.edu) **on or before June 1st (or September 1st, if applicable)** during your summer grant award. The reports will be posted on a dedicated website available to the PSU community. This report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond June 1st. In such cases, a detailed status report will be acceptable with the final report due no later than September 1st. Once CTLT receives your final report, they will schedule you to present your project during the WF semester following your summer grant.

You should consider including this report in your documentation for your performance appraisal, tenure, and promotion dossiers. Failure to submit the electronic report to those designated above by the June 1st deadline will result in the faculty member no longer being eligible for future summer Academic Affairs Innovation Grants.