

**Summer 2025/Fall 2025 Deadline: 5:00 p.m. last Friday February**

## **Bowling Green State University**

### **Faculty Development and Instructional Improvement Grant**

#### **Purpose**

The grant proposal should show how the project will lead to one or both of the following:

- 1) demonstrable improvement in pedagogical skills, curricular enhancements, and a positive effect on BGSU student learning. Preference will be given to projects that are innovative and/or experimental and where the proposed funding is for seed money for a teaching or learning technique that is later expected to be funded as part of the college/department's regular budget.
- 2) promotion of long-term professional growth through professional development activities. Projects aimed at post-terminal study in new or related areas will be considered in addition to other professional development activities.

#### **Funding**

Grants will be awarded in amounts up to \$2000. A faculty member may be granted a maximum of \$3000 annually. **There will be two application deadlines each academic year:** early fall semester for spring and summer funding and early spring semester for the following fall term funding.

#### **Eligibility**

Proposals will be accepted from any full-time tenured, probationary, or qualified rank faculty member. Priority will be given to faculty members who have not recently received a Faculty Development and Instructional Improvement Grant.

#### **Faculty Development and Instructional Improvement Grants may be used for:**

- Direct travel costs.
- Honoraria for external speakers/consultants for instructional improvement or for faculty professional development, impacting BGSU student learning directly or indirectly.
- Registration/tuition/instruction fees for workshops, or non-regular conferences/meetings.
- Instructional materials including specialized software (but not able to be purchased by ITS).
- Participation in a course of study sponsored by a professional organization, educational institution, or other reputable entity.
- Development of instructional innovations at BGSU that will increase the faculty member's ability to promote student learning (e.g., learning new and improved methods of instruction, curricular development, learning the use of new instructional equipment, software and/or materials).
- Sponsoring local workshops, conferences, meetings, or similar educational experiences that provide instructional improvement and/or faculty development.

#### **Faculty Development and Instructional Improvement Grants may not be used for:**

- Projects directly resulting from or contributing to research or creative activities (e.g., presentation of a paper or gathering research data).
- Projects that contribute directly to the earning of degrees or other professional terminal credentials required for employment. (Post-doctoral or other post-terminal programs are fundable.)
- Expenditures made prior to the Faculty Development and Instructional Improvement Grant deadline.

- Instructional equipment, supplies, materials, or activities more appropriately funded by student fees or college/department/University budgets.
- Payment of faculty salaries to provide leaves or release time.
- Projects where alternative activities and/or resources are available on campus.
- Honoraria to BGSU faculty, staff, or students.
- Meals and Lodging.
- Regular, annual national or state conferences and conventions typically expected to be supported in full or in part by departments.

### **Procedures**

Faculty Development and Instructional Improvement Grant proposals have TWO annual deadlines: early in the fall semester for spring funding and early in the spring semester for the following fall semester funding. These deadlines will be well publicized in advance.

Applicants are encouraged to discuss their proposals with department chairs, school directors, or other appropriate advisors especially if project implementation requires special scheduling or departmental release time. Documentation of any special arrangements should accompany the proposal.

**Proposals should be submitted electronically and should be sent Kim Caris [kcaris@bgsu.edu](mailto:kcaris@bgsu.edu) by 5pm on the deadline date.**

### **Criteria considered by the Committee include:**

- a. extent of benefit to faculty member, BGSU student learning, other faculty members, and BGSU;
- b. value and benefits of expected outcomes in proportion to cost;
- c. feasibility of project with respect to applicant's background, experience, goals, timeline, and budget;
- d. duration of resultant benefit (long-term growth);
- e. clarity and thoroughness of project description; and
- f. recent funding from the Faculty Development Committee.

Based on evaluations and budget, the Committee may recommend no, full, or partial funding.

### **Reporting**

Grant recipients must submit a written report of the funded project ***within three months*** of project completion. Included in the report should be documentation of what the project accomplished and the project's benefit to all impacted. Failure to provide a project report in a timely fashion will preclude subsequent Faculty Development Committee funding.

## FACULTY DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT GRANT

Name: \_\_\_\_\_ School/Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contract Status (mark one): Tenured \_\_\_\_\_ Probationary \_\_\_\_\_ Qualified Rank \_\_\_\_\_ Project  
Title: \_\_\_\_\_ Inclusive Date(s) of Project: \_\_\_\_\_ to \_\_\_\_\_

### PROPOSAL FORMAT

1. Description of Project (250-500 words)
  - a. Title of Project
  - b. Objectives and expected benefit to self, BGSU student learning, other faculty, and BGSU
  - c. Statement of explicit, measurable project outcomes
  - d. Procedures to be followed in completing the project:
    - timetable for completion and methods to be used,
    - personnel involved
    - materials and equipment required, if appropriate.
  - e. Proposed budget which may include:
    - (1) tuition or other instructional fees paid to non-BGSU personnel,
    - (2) travel,
    - (3) temporary employment of non-BGSU personnel,
    - (4) honoraria or consultant fee for non-BGSU personnel,
    - (5) miscellaneous expenses such as postage, duplicating, etc.

Please provide a budget rationale for each item requested in the grant.
2. Include attachments: appropriate supportive materials to clarify description of and/or objectives of project (e.g., brochure, course description, catalog copy)
3. Provide complete description of other funding for this specific project (indicate source and date).
4. Provide description and dates of all previous funding from the Faculty Development Committee.
5. Describe specific plans and expected date (within three months of project completion) for reporting project outcomes.
6. Summary of applicant's background, professional experience, and faculty responsibilities as related to the proposed project (enclose professional résumé/CV).