Introduction

The Office of the Executive Vice Chancellor announces the availability of Instructional Improvement Program Faculty MiniGrants. Funding for these grants is available from the Instructional Improvement Program. Proposal review is managed by the Office of the EVC and Instructional Development. The proposal process and grant administration is managed by Instructional Development.

Purpose

The Faculty MiniGrant program is intended to provide campus-level support to faculty for small course and curricular enhancement or improvement projects. Funding is available for the development of enhanced learning experiences for undergraduate courses, acquisition or development of new instructional materials for undergraduate courses, and/or piloting new approaches to teaching that may form the basis of future, larger, project proposals.

Who May Apply?

Ladder Rank Faculty and Lecturers (LSOE, LPSOE, Unit 18) in any department.

What Support is Available?

Grant award of up to $1,000.

Faculty MiniGrants are a one-time source of funding. The proposed projects must be designed to be self-sustaining without additional funding.

Some examples of items on which the funding can be spent include:

- Software
• Graduate student support for course material development/revision

• Production costs for graphics or video

• Headsets, recording devices or other inexpensive equipment required for the production of a course module

• Equipment for students to use as part of a course assignment (e.g. energy meters)

• Videos

Funding cannot be spent on the following items:

• Faculty stipends

• Refreshments

• Permanent Equipment (including low value items such as laptops or printers)

• Ongoing departmental costs such as phone lines or photocopies

Please note that if a video is bought with funding from the Faculty MiniGrant program, the video must be ordered through the Instructional Development Film and Video Library, and deposited in the Library at the end of the course to be made available for other faculty.

**How to Apply?**

• Fill out the online application form. The form is available at: [Click Here](#)

• Form submissions for Academic Year 2017-2018 will close at 5 PM on May 31, 2018.

Your application will be reviewed by the Instructional Consultants in the Office of Instructional Consultation in Instructional Development, with funding recommendations to the Executive Director of Instructional Development and the Office of the EVC. Decisions will be made within two weeks of submission and funding made available as soon as possible after approval.

**How Will Applications Be Evaluated?**

The review committee will consider the following:
• Impact

• What aspects of the course are expected to change?

• Will this introduce a new learning experience into the course?

Note: If the applicant has previously received a Faculty MiniGrant, their final report on that project must be on file with Instructional Development prior to submitting a new proposal.

What Are the Reporting Requirements?

• Funds must be used by April 1st, 2019. All unspent funds must be returned.

• Grant recipients must submit the following:

  • A 250-500 word description of the project which can be posted to the Instructional Development website to promote the program and to be shared with future grant applicants.

  • A brief evaluation of the project that addresses what went well, what you would change for next year, and ideas you have for continued improvement.

  • A post-project report on expenditures.

Note: Consistent with current practice of many funding agencies, proposals which are funded, along with supporting materials, become public documents.