

Advancing Education Initiative

# 2023-2024 Mini-Grant Application

*Excellence in teaching and learning, enhanced by a deep commitment to our own brand of personal service, is the heart and soul of MSU.*

## The Goal

The goal of the Advancing Education at MSU program is to promote ongoing improvement of academic quality by supporting and rewarding innovation that results in new relationships, research, and learning experiences. The mini grant is a mechanism to provide support to MSU employees who would like to experiment with creating instructional resources or training materials, implementing instructional strategies, equipment, collaboration, and so on. The mini grant was originated in 2017 by the Office of Extended Learning and is now funded by the Center of Teaching and Learning. It has been successful in funding [many innovative projects](file:///C:\Users\christine.gonnella\OneDrive\Documents\1%20-%20Advancing%20Education\Mini-Grant\2023-2024\The%20mini%20grant%20was%20originated%20in%202018%20by%20the%20Office%20of%20Extended%20Learning%20and%20is%20now%20being%20funded%20by%20the%20Center%20of%20Teaching%20and%20Learning) over the years.

## The Theme

For the first time in the history of the mini grant, we have chosen a theme, **Artificial Intelligence in Higher Ed**, and we ask that applicants focus their projects on that theme. It is not a requirement, but applications consistent with the theme will generally be considered a higher priority. We have intentionally kept the topic broad to encompass all faculty and staff potential projects.

## Funding Details

* **$6,500** total pool of funds provided by the Center for Teaching and Learning
* All faculty and staff are invited to apply!
* Constraints:
  + **$750 max per person for stipends** to pay for applicant time invested.
    - Stipends cannot be paid until completion of work is demonstrated. Upon satisfactory completion of two Project Updates the full stipend will be paid with the expectation that presentations will be made in the following fall.
  + **$1,500 max per person per project** for equipment, resources and other expenses. People may apply in groups for projects that require more than $1,000.

**Examples of the types of projects we *will* fund (you are not limited to these ideas):**

1. Upgrades of furniture and equipment in classrooms (limit one classroom per division).

* Upgrades could be to equip a room with audio / video recording devices.
* Upgrades could also provide an active learning space for students.

1. Student salaries for short term or intermittent projects that need a workforce.
2. Develop or participate in online training sessions for faculty, staff, or students.
3. Create resources and training materials to improve academic quality.
4. Develop or participate in webinars.
5. Expenses for shadowing and/or collaborating with individuals at other institutions.
6. Implementation of new technologies in online and on-campus classes
7. Software purchases (must be approved by CIO)
8. Further instructors’ skills in pedagogy at the university level

**We *will not* fund conferences or travel.**

## Important Dates

| August 16 | 2023-2024 Mini-Grant Request for Proposals Announced |
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| ***October 13*** | ***Applications submitted by this date will be given priority consideration; however, we will accept applications after this date as well.*** |
| by November 3 | Award notices disseminated |
| March 15 | First Project Update due |
| May 14 | Final Project Update due by 5:00 pm |
| August 1 | Presentation Drafts due for review |
| Fall 24 | Presentation of results due during Fall 2024.  Assistance will be available over the summer, if needed. |

## Application Process

1. Complete the Mini-Grant Application and submit it by **Friday, October 13, 2023**. Applications submitted by this date are given priority consideration. Late applications are accepted provided funding is still available.
2. The Mini-Grant Committee will review applications together and choose awardees. **Committee members may request clarification and/or specific changes to the proposal.**
3. Applicants will be notified of award status by **Friday,** **November 3, 2023**, at the latest; earlier if possible.
4. Project Update forms will be sent with award notices. First Project Update due by **Friday, March 15, 2024**.
5. Final Project Update due **Tuesday, May 14, 2024, by 5:00 pm**.
6. Drafts of project presentations are due **Thursday, August 1, 2024**. These plans will be reviewed by available members of the committee.
7. Project presentations will occur during **Fall 2024**. Specific date and time to be determined.

## Project Updates

A brief Project Update Form will be sent to you along with the Award Notice. Due to the length of time of the project, two updates are expected. Reviews of these updates will be conducted by Instructional Design in consultation with other Mini-Grant Committee members as needed.

## Project Presentations

Funded applicants will be required to present their findings in **Fall 2024. Specifics are not available at this time as we are unsure as to whether presentations will occur during or after Pre-Service**. Options for presentations include, but are not limited to, recorded videos, webinars, posters, and other recorded presentations.

### Application Instructions

Choose the type of project for which you are applying and enter your responses in each text box that pertains to the type of project for which you are applying.

General Purpose (Complete Sections 1-8)

Equipment Only (Complete Sections 1-9)

Training / Education (Complete Sections 10-15)

When you are done, go to Blackboard to submit the application.

## Submit application in Blackboard.

To get to the course in Blackboard, go to **Organizations**, then look for the organization called **Apply for the Mini-Grant.** if you cannot locate it, contact Chris Gonnella at [Christine.Gonnella@mayvillestate.edu](mailto:Christine.Gonnella@mayvillestate.edu).

### Applicant Information

Please enter the names, email addresses and office phone numbers of the individuals involved with your grant application.

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## General Purpose Projects

Complete Sections 1-8

1. **Problem Description**: Explain the problem you are trying to solve, the population you plan to serve and how this project solves the problem.

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2. **Purpose and** **Goal**: Describe the purpose and goal(s) of the project.

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3. **Activities**: Describe the timeline and specific activities.

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4. **Key Personnel**: Individuals involved in the project and their roles.

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5. **Method and Evaluation**: Explain how you will measure your success, including how the project will impact student learning now and in the future.

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6. **Budget and Justification:** Provide a detailed budget and justification of funds requested.

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7. **Sustainability**: Describe plans for sustaining the project beyond this semester, as applicable.

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8. **Sharing**: Describe plans for sharing what you have learned with the MSU community.

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## Equipment Only Projects

In addition to Sections 1-8, please answer Section 9 if your project is an equipment request:

9. **Equipment:** List the equipment you would like to purchase. If details are unknown, generalize. If details are known, include links for examples, if possible. Please note: Any equipment purchased will need to go through the appropriate departments for requisition.

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## Training / Education Projects

Complete Sections 10-15.

10. **Problem Description**: Explain the problem you are trying to solve, the population you plan to serve and how this project solves the problem.

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11. **Purpose and** **Goal**: Describe the purpose and goal(s) of the project.

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12. **Activities**: Describe the timeline and specific activities.

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13. **Key Personnel**: Individuals involved in the project and their roles.

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14. **Budget and Justification**: Provide a detailed budget and justification of funds requested.

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15. **Sharing**: Describe plans for sharing what you learn with the MSU community.

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