

Advancing Education Initiative

# 2021-2022 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.

## Funding Details

* Pool of $5,000 from Center for Teaching and Learning
* All faculty and staff are invited to apply
* $1,000 max per person per project (may apply in groups). These funds are reserved for purchasing equipment, resources, or other expenses; other than time invested
* Stipends that pay for applicant time invested (rather than equipment or resources) may be requested for up to **$500 per person**

***Please Note****: Stipends cannot be paid until completion of work is demonstrated. Upon satisfactory completion of the Project Update (described below), 50% of the stipend will be paid with the remaining paid after the project presentation in Spring 2022.*

**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. Faculty and/or staff book studies. Preparation time could be compensated through a stipend
3. Develop or participate in online training sessions for faculty, staff, or students
4. Create resources and training materials to improve academic quality
5. Develop or participate in webinars
6. Expenses for shadowing and/or collaborating with individuals at other institutions
7. Implementation of new technologies in online and on-campus classes
8. Software purchases (must be approved by CIO)
9. Further instructors’ skills in pedagogy at the university level

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

## Important Dates

| September 23 | 2021-2022 Mini-Grant Announced |
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| ***October 25*** | ***Applications submitted by this date will be given priority consideration; however, we will accept applications after this date as well.*** |
|  by November 1 | Award notices are disseminated  |
| December 17 | Project updates due -award winners will select March date options to present  |
| February 21 | Project presentation plans |
| Spring 2022 | Projects must be complete, and results presented. See below for options.  |

## Application Process

1. Complete the Mini-Grant Application and submit by **Monday,** **October 25, 2021**. Applications submitted by this date will be given priority consideration; however, we will accept applications after this date as well. Remember, this is a competitive process.
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 **Monday,** **November 1, 2021**, at the latest; earlier if possible.
4. Project update forms will be sent with award notices and will be due by **Friday, December 17, 2021**. You will be asked to provide a few dates and times in March for your presentation time.
5. Project presentation plans will be due by **Monday, February 21, 2022**. These plans will be reviewed by the committee.
6. Project presentations will occur during the month of **March 2022**.

## Project Update and Review

A brief Project Update Form will be sent to you along with the Award Notice. Reviews of mini-grant work will be conducted by Instructional Design in consultation with other Mini-Grant Committee members as needed. Reviews will be based on the information provided in the proposal and will be conducted when the Project Update is submitted and prior to presentation in **Spring 2022**.

## Project Presentations

Funded applicants will be required to present their findings in **March 2022** during *Mini-Grant Month*. Options for presentations include, but are not limited to, brown bags, 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 the **Community** tab, then **My Organizations** and then **Apply for the Mini-Grant.** In the Course Menu, if you cannot locate it, notify Chris Gonnella at 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, if possible.

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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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