Program Guidelines: Scholarship of Teaching Grants

Objective
The Office of Graduate Education and Research and the Office of the Provost are pleased to solicit proposals focused on the Scholarship of Teaching at EKU. Grants of up to $2,500 will be awarded for projects that focus on the impact of quality teaching on student retention, graduation, narrowing of achievement gaps, success in developmental education, student success in online courses, pedagogical improvements to existing courses, or other University priorities.

Eligibility for Funding
Grants are awarded only to faculty, professional librarians or administrative staff holding faculty rank. Visiting, part-time, and adjunct faculty members are not eligible for grants.

Application Procedures
Application documents are available online at www.sponsoredprograms.eku.edu/SOTG. A complete application must consist of the following items:

Item 1. **ONLINE APPLICATION**: The cover page includes general information about the applicant and the project, a project summary, and upload portals for the Project Narrative, Bibliography, and Budget.

Item 2. **NARRATIVE**: The narrative section is limited to five double-spaced pages with one-inch margins and at least twelve-point font.

The narrative constitutes the principal basis for judging the merit of the proposed project. As the review committee is interdisciplinary in membership, applicants are expected to ensure that the narrative is clear to a lay audience and avoid using professional jargon. The narrative must include a clear and concise presentation of sections A-C below in the order indicated. Subheadings must be clearly labeled.

A. **Introduction and Background**: Provide a brief overview of your project, including a clear statement of the objectives and anticipated outcomes of the project. Provide sufficient background to the project, including an appropriate review of the literature, an explanation of the project’s significance as it relates to the scholarship of teaching.

B. **Project Description**: Provide a detailed description of the methodology used to conduct this project. The description should reflect the nature of the student population targeted for investigation and a clear research design tailored to achieve the outcome measures project.

C. **Utilization of Project Findings**: Describe a plan for the dissemination of findings, either through presentations at professional meetings, publications in scholarly journals or through the pursuit of external funding to expand and/or continue the project. *All faculty funded through this program must agree to present the findings of this project at the Faculty Scholarship session during Scholarship Week in April 2016.*

Item 3. **BIBLIOGRAPHY**: The bibliography is limited to one page of current and/or most relevant literature.

Item 4. **DETAILED BUDGET FORM**: The form provided must be used and may not be altered. Please see the Budget Guidelines section of this document for more information.
Deadline for Submission
Completed proposals must be submitted online no later than 4:30PM on MONDAY NOVEMBER 3. Proposals submitted after the deadline will not be considered.

Human Subjects Review
Any proposal that involves the collection of data from human subjects must receive approval from EKU's Institutional Review Board (IRB) for the Protection of Human Research Subjects. Evidence of IRB approval is required prior to the release of funds for approved projects. IRB application procedures are available online.

Budget Guidelines
Funds may be used to support student workers, travel, supplies, library materials, software, or other resources. Funds may not be used for faculty overload, reassigned time, or other compensation. All expenditures are subject to EKU policies. Funds for general-purpose items not necessary for the specific program will not be funded.

Evaluation Process
Proposals will be evaluated by a faculty panel appointed by the Associate Vice President for Research and the Provost. Proposals will be evaluated on the clarity and appropriateness of the project design and the potential impact on student achievement.

Project Reporting
The grant recipient is required to account for all University research funds. The committee expects that the results of the research will be published in a scholarly journal or presented at a professional meeting. In all cases, the researcher must acknowledge that support for the research was made available in whole or in part by Eastern Kentucky University.

1. The grant period will provide approximately twelve months to expend all grant funds at which time grant recipients will be required to return to the University any unexpended or unencumbered funds.

2. The Final Report Form including a finalized list of expenditures must be submitted to the Office of Sponsored Programs no later than 90 days following the end of the project. The required form is available online at http://www.sponsoredprograms.eku.edu/final-report-form-internal-funding-awards. In addition to the final report, the grant recipient is expected to submit documentation for papers, publications, or presentations resulting from the research funded through the program. Exemplary and promising projects may be invited to apply for additional funding in the following year for the expansion of successful projects.

3. All faculty funded through this program must agree to present the findings of this project at the Faculty Scholarship session during Scholarship Week in April 2016.

Ownership Rights
The Patent and Copyright section of the Faculty and Staff Handbook determines research ownership rights, ownership of inventions, discoveries, and copyright materials. Equipment remaining after the completion and/or termination of any project financed with a Scholarship of Teaching grant becomes the property of EKU. Library materials purchased with grant funds will be transferred to the EKU Libraries at the termination of the grant.