

2008 College of Education Instructional Development Grants

College of Education Instructional Development Grants are designed to assist tenured and tenure-track faculty and full-time instructors in the improvement of teaching. Awards may be used for curriculum development, design of innovative teaching strategies, technology integration in instruction, improved assessment practices, and/or other activities or strategies that would enhance instruction in the College. Award amounts may vary depending on need, with a maximum amount per award of \$4,000. Faculty members may apply individually or may apply as a group.

Eligibility

Eligible applicants may not have received a Dean's Instructional Grant in the past three years. If reapplying after three years, evidence must be provided of the outcomes from the previous grant award(s).

Proposal Requirements

Proposals are limited to two pages, single spaced, with one-inch margins and font size no smaller than 10 point. Proposals must include the following headings and content:

1. **Purpose:** a brief statement of the purpose of the project in non technical language and an outline of the specific activities proposed.
2. **Relationship:** a clear definition of how this project is related to the applicant's teaching assignment and to the mission of the department and/or college.
3. **Results:** a clear statement of the anticipated results of the projects including how these results will benefit instruction.
4. **Timeline:** a reasonable timeline for completing the project.
5. **Budget:** an itemized budget following standard university categories along with a narrative that provides a rationale for each listed expenditure.

Submission

- The original proposal with the signed cover sheet should be submitted to the department chair for review and signature by **9:00 a.m. on October 3, 2007**. Only proposals supported by the department chair will be reviewed. Department chair support is attested by the signature on the cover sheet.
- The original proposal with both faculty and department chair signatures along with **15 copies** of each proposal should be delivered to the **Associate Dean's Office (GH 322) by noon on October 5, 2007**.

Review Process

- Proposals will be reviewed by the College Curriculum Committee and evaluated based on compliance with proposal requirements and completeness of responses, perceived importance of the project, the contribution of the project to the improvement of instruction in the College, and overall quality of the document (see attached review sheet). The Committee may revise budgets and recommend to the dean funding amounts that differ from the original proposed budget.
- The College Curriculum Committee will forward its rank ordered recommendations to the Dean for final review. Only proposals that cover all required elements will be considered.
- The Dean will review the Curriculum Committee recommendations and will allocate funding in rank order until the maximum amount of funds designated for these grants has been committed.

FINAL REPORT REQUIREMENT

Awardees are expected to attend and present the results of their grants at the All-College meeting in August 2008. The individual's signature on the application cover sheet serves as the awardee's agreement to present in this venue.

PLEASE SEE IMPORTANT INFORMATION ON THE BACK OF THIS PAGE!

Applicants should pay attention to the following guidelines regarding acceptable expenditures and deadlines related to the grant.

PERSONNEL

- Graduate assistants must be hired by the month using university minimum salary guidelines. Hourly graduate assistant work is not allowable. No undergraduate student workers can be hired on these grant funds.
- Maximum pay to an individual faculty member is \$4,000 and may ONLY be used for intersession pay (May 16 – June 15).
- With department chair approval, an individual may receive a course reassignment in the Spring semester with a maximum of \$4,000 paid to the department for that release.
- Stipends for personnel outside of NIU can be paid as honoraria EXCEPT if the person has worked for NIU in ANY capacity during the previous year (e.g., adjunct teaching). In that case, payment must go through regular NIU payroll processes and may not be as an honorarium.
- For external personnel services, please check with the Dean's office prior to incurring expenses to determine whether it is allowable. In some instances, only approved NIU services can be used.
- **All personnel paperwork for Spring must be submitted no later than *Friday, November 30, 2007*.**
- **All personnel paperwork for Intersession must be submitted no later than *April 1, 2008*.**

TRAVEL

- Registration and airfare can be paid in advance for travel that will occur by June 30, 2008.
- Hotel, ground transportation, mileage, meals, etc. cannot be paid in advance and can only be reimbursed for travel that occurs by the June 1 deadline.
- Membership fees and insurance are not allowable expenses.
- **All travel must be completed by *June 1, 2008* with reimbursement vouchers submitted no later than *Monday, June 16, 2008*.**

EQUIPMENT, SUPPLIES, and SERVICES

- Equipment purchases should be done through purchase orders and must follow College guidelines.
- Supplies, software, books, etc. can be purchased through the bookstore or through purchase orders. Some items may need to be purchased and reimbursed. However, please note university rules regarding reimbursements. Reimbursements should not be for amounts over \$100.00 and no single item may cost \$100 or more.
- Transcription and data entry and analysis services can be billed directly through REPS.
- Maintenance services cannot be paid with grant funding.
- Food, gifts, and incentives cannot be paid for with grant funding.
- **All purchase requests must be submitted by *April 1, 2008*.**
- **All reimbursement requests must be submitted by *Monday, June 16, 2007*.**

ALL funds must be SPENT by *June 30, 2008* (NO EXCEPTIONS).

In order to ensure that this happens, ALL DEADLINES will be strictly enforced. Paperwork submitted after the deadlines noted above WILL NOT BE PROCESSED.

2008 College of Education Scholarship Support Grants

College of Education Scholarship Support Grants are designed to assist tenured and tenure-track faculty in the advancement of their scholarship. Awards may be used to further research and artistry endeavors by providing support for data collection and analysis activities, specialized equipment needs, training, travel to present new research, or other activities that would enhance scholarly productivity. Award amounts may vary depending on need, with a maximum amount per award of \$4,000. Faculty members may apply individually or may apply as a group.

Eligibility

Eligible applicants may not have received a Dean's Scholarship Support Grant in the past three years. If reapplying after three years, evidence must be provided of the outcomes from the previous grant award(s), including documentation of efforts to secure other forms of external support for research endeavors. Scholarship support grants are designed to provide seed money to advance research and artistry initiatives and are not designed to provide ongoing support for projects.

Proposal Requirements

Proposals are limited to two pages, single spaced, with one-inch margins and font size no smaller than 10 point. Proposals must include the following headings and content:

6. **Purpose:** a brief statement of the purpose of the project in non technical language and an outline of the specific activities proposed, including procedures and methodology for research projects.
7. **Relationship:** a clear definition of how this project is related to the applicant's scholarship and to the mission of the department and/or college.
8. **Results:** a clear statement of the anticipated results of the project including how this support will enhance the scholarly productivity of the faculty member.
9. **Timeline:** a reasonable timeline for completing the project.
10. **Budget:** an itemized budget following standard university categories along with a narrative that provides a rationale for each listed expenditure.
11. **External Potential:** a list of potential funding sources for future external support.

Submission

- The original proposal with the signed cover sheet should be submitted to the department chair for review and signature by **9:00 a.m. on October 3, 2007**. Only proposals supported by the department chair will be reviewed. Department chair support is attested by the signature on the cover sheet.
- The original proposal with both faculty and department chair signatures along with **15 copies** of each proposal should be delivered to the **Associate Dean's Office (GH 322) by noon on October 5, 2007**.

Review Process

- Proposals will be reviewed by the College Research Committee and evaluated based on compliance with proposal requirements and completeness of responses, perceived connection of the project to the research mission of the Department/College, the contribution of the project to the faculty member's scholarly advancement, the potential for future external funding, and overall quality of the document (see attached review sheet). The Committee may revise budgets and recommend to the dean funding amounts that differ from the original proposed budget.
- The College Research Committee will forward its rank ordered recommendations to the Dean for final review. Only proposals that cover all required elements will be considered.
- The Dean will review the Research Committee recommendations and will allocate funding in rank order until the maximum amount of funds designated for these grants has been committed.

FINAL REPORT REQUIREMENT

Awardees are expected to attend and present the results of their grants at the All-College meeting in August 2008. The individual's signature on the application cover sheet serves as the awardee's agreement to present in this venue.

Applicants should pay attention to the following guidelines regarding acceptable expenditures and deadlines related to the grant.

PERSONNEL

- Graduate assistants must be hired by the month using university minimum salary guidelines. Hourly graduate assistant work is not allowable. No undergraduate student workers can be hired on these grant funds.
- Maximum pay to an individual faculty member is \$4,000 and may ONLY be used for intersession pay (May 16 – June 15).
- With department chair approval, an individual may receive a course reassignment in the Spring semester with a maximum of \$4,000 paid to the department for that release.
- Stipends for personnel outside of NIU can be paid as honoraria EXCEPT if the person has worked for NIU in ANY capacity during the previous year (e.g., adjunct teaching). In that case, payment must go through regular NIU payroll processes and may not be as an honorarium.
- For external personnel services, please check with the Dean's office prior to incurring expenses to determine whether it is allowable. In some instances, only approved NIU services can be used.
- **All personnel paperwork for Spring must be submitted no later than *Friday, November 30, 2007*.**
- **All personnel paperwork for Intersession must be submitted no later than *April 1, 2008*.**

TRAVEL

- Registration and airfare can be paid in advance for travel that will occur by June 30.
- Hotel, ground transportation, mileage, meals, etc. cannot be paid in advance and can only be reimbursed for travel that occurs by the June 1 deadline.
- Membership fees and insurance are not allowable expenses.
- **All travel must be completed by *June 2, 2008* with reimbursement vouchers submitted no later than *June 16, 2008*.**

EQUIPMENT, SUPPLIES, and SERVICES

- Equipment purchases should be done through purchase orders and must follow College guidelines.
- Supplies, software, books, etc. can be purchased through the bookstore or through purchase orders. Some items may need to be purchased and reimbursed. However, please note university rules regarding reimbursements. Reimbursements should not be for amounts over \$100.00 and no single item may cost \$100 or more.
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- Maintenance services cannot be paid with grant funding.
- Food, gifts, and incentives cannot be paid for with grant funding.
- **All purchase requests must be submitted by *April 1, 2008*.**
- **All reimbursement requests must be submitted by *June 16, 2008*.**

ALL funds must be SPENT by June 30, 2008 (NO EXCEPTIONS).

In order to ensure that this happens, ALL DEADLINES will be strictly enforced. Paperwork submitted after the deadlines noted above WILL NOT BE PROCESSED.

**College of Education
Northern Illinois University
2007 Application for Dean's Grants
COVER SHEET**

Fifteen (15) copies of the two-page proposal plus the original, signed cover sheet are due in the Associate Dean's Office (322 Graham Hall) by **Noon, October 5, 2007**. The Department Chair indicates his/her support of the project by signing the application cover sheet. To be considered, the application must address all proposal requirements outlined in the guidelines and must adhere to the length and formatting limitations indicated.

Application for (CHECK ONE)

_____ **Instructional Development Grant**

_____ **Scholarship Support Grant**

Project Title: _____

Anticipated Start Date: _____

Anticipated End Date: _____

APPLICANTS PLEASE NOTE: Your signature indicates your agreement to present your project, if funded, prior to the All-College presentation during meetings week in August 2008.

Applicant/Co-Applicant Name(s) and Signature(s)

Department

(Print/Type Name) _____

(Signature) _____

(Print/Type Name) _____

(Signature) _____

(Print/Type Name) _____

(Signature) _____

(Print/Type Name) _____

(Signature) _____

(Print/Type Name) _____

(Signature) _____

Department Chair Signature(s)

(Signature) _____

(Signature) _____

**2007 College Curriculum Committee
INSTRUCTIONAL DEVELOPMENT DEAN'S GRANTS
EVALUATION FORM**

Applicant(s) Name(s): _____

Department(s): _____

Project Title: _____

For each criteria listed below, please indicate points awarded. In the comments section, provide feedback to support your rating. In general, use the following guidelines: *Excellent=10 points, Good=8 points, Average=6 points, Fair=4 points, Poor=2 points, and Item Not Covered=0 points*. Each category can earn 10 points maximum with the highest overall rating of 100.

Category	Rating	Comments
Clear purpose in non-technical terms		
Specific activities described		
Related to teaching assignment		
Related to department/college mission		
Anticipated results clearly described		
Results connected to improving instruction		
Reasonable timeline for completion		
Costs clearly articulated		
Rationale for expenses is clear		
Overall quality of the proposal		
TOTAL POINTS (OVERALL RATING)		

Additional Feedback for the Applicant(s)

Recommended Changes in Funding:

Proposal Rank Among All Proposals (e.g. 2 of 10) _____

**2007 College Research Committee
SCHOLARSHIP SUPPORT DEAN'S GRANTS
EVALUATION FORM**

Applicant(s) Name(s): _____

Department(s): _____

Project Title: _____

For each criteria listed below, please indicate points awarded. In the comments section, provide feedback to support your rating. In general, use the following guidelines: *Excellent=10 points, Good=8 points, Average=6 points, Fair=4 points, Poor=2 points, and Item Not Covered=0 points*. Each category can earn 10 points maximum with the highest overall rating of 100.

Category	Rating	Comments
Clear purpose in non-technical terms		
Procedures/Methods clear		
Related to scholarship		
Related to department/college mission		
Anticipated results clearly described and connected to scholarly productivity		
Reasonable timeline for completion		
Costs clearly articulated		
Rationale for expenses is clear		
Potential for future funding		
Overall quality of the proposal		
TOTAL POINTS (OVERALL RATING)		

Additional Feedback for the Applicant(s)

Recommended Changes in Funding:

Proposal Rank Among All Proposals (e.g. 2 of 10) _____