

## **Center for Excellence in Teaching and Learning (CETL) Mini-Grants**

### **Purpose:**

Recognizing that learning is a process that needs constant attention and refinement, CETL works to promote an ongoing, university-wide discussion about teaching and learning issues. It is essential that faculty be engaged in dialogue about teaching and learning issues so that we can continue to adapt to the changing technology, student body, and understanding in our fields.

The purpose of CETL mini-grants is to support faculty and staff with the development and/or execution of initiatives aimed at improving teaching and/or student learning. Successful mini-grant applications will propose projects that have clear, direct, and significant influence on teaching and/or student learning within courses, programs, or disciplines.

### **Monetary Limit: \$1000**

### **Eligibility:**

All teaching staff may apply including full-time faculty, adjuncts, and teaching teams that include graduate instructors. Preference will be given to applicants who have not previously received mini-grants.

### **Application Guidelines:**

1. Proposals cannot exceed 10 double-spaced pages and must include:
  - a) Description of project including appropriate references
  - b) Teaching and/or learning objective(s) that will be impacted by proposal
  - c) Description of students that will be impacted (e.g., number, major, academic standing, classification, etc.)
  - d) Timeline showing start and stop dates with any significant deadlines
  - e) Measure(s) to assess its impact on teaching and/or student learning; measures may cross fiscal years
  - f) Total estimated cost of the proposal; if proposal exceeds \$1000 limit, please detail the source of additional funds
2. Application deadlines are 5:00pm on March 1<sup>th</sup>, September 1<sup>st</sup>, and November 1<sup>st</sup>.
3. All grant proposal applications must be submitted to the Center for Excellence in Teaching and Learning, 105 Hill Hall, (662) 915-1391, [cetl@olemiss.edu](mailto:cetl@olemiss.edu).
4. Applications will be reviewed by the CETL Board; applicants will be notified of the Board's decision via email by the 25th of each month

### **Reporting and Release of Funds:**

A final report detailing the results of the project must be presented university-wide. Recipient(s) must present teaching and/or student learning assessment outcomes at a FacChat. If monies are requested prior to the completion of the project, requests must include status updates. When possible, purchases should be made with a University account to avoid sales tax. Final reports must include:

1. Teaching and/or student learning assessment results
2. Implications of findings on teaching and/or learning practices
3. Original documentation of approved expenses

## CETL MINI-GRANTS APPLICATION COVER PAGE

<b>IMPORTANT: READ CETL MINI-GRANT GUIDELINES BEFORE COMPLETING THIS FORM</b>		
Name	Position/Title	
Department	Date of project	
Campus Phone	Campus E-Mail	
BRIEF DESCRIPTION OF PROJECT:		
TOTAL ESTIMATED COST \$	OTHER UM SUPPORT \$	CETL FUNDS REQUESTED \$
<p>APPLICANT'S CERTIFICATION: I understand and accept the eligibility criteria and other terms and conditions set forth in the Mini-grant guidelines.</p> <p style="text-align: right; margin-right: 20%;">Signature</p> <p style="text-align: right; margin-right: 20%;">Date</p>		
<p>Department Chair's Acknowledgment and Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p> <p>Department Funds for This Proposal: \$ _____ Email: _____</p>		
<p>Dean's Acknowledgment and Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p> <p>College/School Funds for This Proposal: \$ _____ Email: _____</p>		