



Professional Development

SUNY BROOME

Planting the Seeds for Tomorrow's Success

Professional Development Assistance Program (PDAP)

Teaching Grant Program

Guidelines and Application

<http://www3.sunybroome.edu/prof-dev/>

Email: professionaldevelopment@sunybroome.edu

607-778-5611

Teaching Grant Overview

The BCC Foundation Teaching Grant Program is designed to stimulate faculty to develop and implement extraordinary projects that support SUNY Broome's Strategic Plan (<http://www1.sunybroome.edu/wp-content/uploads/2017/10/SUNY-Broome-Strategic-Plan-2017-2022.pdf>). The program provides support to help cover the special expenses involved in the pursuit of these activities. This grant program is designed to assist with projects not typically funded through the Professional Development Assistance Program (PDAP) or for projects considered to be above and beyond course development expected as part of the faculty role.

The Professional Development Steering Committee (PDSC) formally requests proposals during the fall semester. Proposals are collected and reviewed by the PDSC. Up to \$1,500 can be awarded to one applicant. The maximum amount spent on Teaching Grants during an academic year is \$3,000.

Teaching Grant Guidelines

Full-time instructional, part-time instructional, and non-instructional faculty who are considering a project that impacts teaching and learning may apply for a teaching grant. Teaching grant awards are subject to the availability of funds and the total number of applications received (and how much each applicant requests). The PDSC considers numerous factors when reviewing Teaching Grant applications. Each application the committee reviews is reviewed with a rubric. Considerations include, but are not limited to, the following:

- Proposed activities directly in support of academic initiatives and/or the college's strategic plan
- Innovative proposals that are seeking to bring something new to the affiliated department/area, division, and/or campus
- Completed applications received by 3:00 pm on Thursday, October 31, 2019 will receive full consideration

- The number of students and/or faculty impacted, or potentially impacted by the proposed project
- Proposed projects that will have an impact that extends beyond the project timeline/grant cycle
- Proposed projects that are easily transferred or expanded beyond the pilot to other students, classroom settings, and/or areas of campus
- Proposals that clearly demonstrate a proposed budget that corresponds to the Project Concept Form
- Proposed projects not typically funded through PDAP or departmental operational funds
- Proposed projects considered to be above and beyond course development or other responsibilities expected as part of the faculty role
- Proposed projects that have measurable outcomes
- Proposed projects that include funding request for supplies and equipment
- Proposed projects for which technology requests are supported within the current IT support structure and/or have approval from the IT department
- Proposed projects that do not have continuing costs; if there are continuing costs associated with the proposed project, the continuing costs will be supported by other sources

The PDSC uses a selection rubric when reviewing Teaching Grant applications. Each applicant will receive equal consideration. Please review the Teaching Grant Rubric, as this is the evaluation tool that the PDSC will use when reviewing applications. The PDSC may choose to use the following strategies when allocating limited funds: reduce the maximum awarded to a project and fund selected initiatives based on the above considerations. Not all initiatives may be funded.

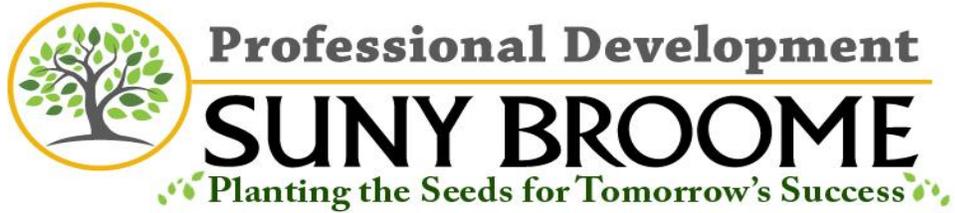
Teaching Grant Process and Required Paperwork

The required completed paperwork for applying for Teaching Grants includes the following:

- Teaching Grant Application/Proposal (with required signatures)
- Project Expense Sheet
- Travel Form (if necessary)

Required paperwork can be sent to the Teaching Resource Center (Mail Stop #56). The deadline for application submission is **October 31, 2019**. Once applications have been reviewed by the PDSC, applicants will be informed of the PDSC decision.

Please note that purchase orders for supplies, software, and/or travel are handled through the Teaching Resource Center. If you have any questions, please contact Deena Price in the Teaching Resource Center at extension 5611.



PDAP Application for Teaching Grant Program

Applicant Name: _____ **Date:** _____

NOTE: Signatures below imply that the proposed project is appropriate for the applicant’s PDP or IPGP and meet the criteria for teaching grant proposal.

Immediate Supervisor’s Signature: _____ **Date:** _____

Dean/Director’s Signature: _____ **Date:** _____

**Chief Academic Officer/
Vice President’s Review:** _____ **Date:** _____

Employment Status

- Full-Time Instructional
- Part-Time Instructional
- Non-Instructional Faculty

Years of Service: _____

Dates of Proposed Project: _____

PROPOSAL:

Supports PDP or IPGP

Specify how the proposed project supports your Professional Development Plan (PDP) or Individual Professional Growth Plan (IPGP)

Description of Evidence Based Needs

Describe the connection between the project and SUNY Broome's mission and core values

Identify how the proposed project relates to the college's strategic plan and identify the specific strategic goal that the project will address

Explain the current challenge, deficit or situation the proposed project will address (e.g. data, research, department services)

Outline how the project will mitigate the challenge, deficit or situation

Objectives

Describe the proposed project's objectives

Target population

Outline who the proposed project will serve

Indicate the projected number of individuals served within the target population

Benefits of the Proposed Project

Specify individual benefits

Specify individual/student benefits

Specify campus wide benefits

Location

Identify whether the project will be offered in the classroom, online or elsewhere

Impacts, Deliverables and Outcomes

Explain the impacts and deliverables of the proposed project

Explain the expected outcomes of the project

Explain how the project's outcomes will be measured for success

Duration

Indicate the duration of the proposed project

Sustainability

Outline how the proposed project will be ongoing and whether it will be sustainable following the completion of the grant award cycle

Contributors

Designate the primary contributors of the proposed project

Instructional Practice

Describe how the project will enhance instructional practice

Projected Resource Needs/Costs

List the needed supplies, equipment and costs, in detail, including necessary technology (data, phone, networking, licensing requirements, other) (If necessary, confirm that Information Technology Services has been consulted regarding technology needs)

Facilities, Furnishings and Space Requisites

Indicate facilities, furnishings or space requisites

Professional Development Funding

Indicate whether you are receiving other sources of funding for this project, and if yes, provide specifics and amount(s)

NOTE THE FOLLOWING FUNDING STIPULATIONS:

To be considered for the Teaching Grant Program, you are required to attach confirmation that an approved PDP or IPGP is on file

If approved, you must do the following to receive funding:

- Complete the proposed project on schedule
- Submit a detailed listing of items to be purchased
- Submit a year-end report by July 31, 2020; NOTE: failure to submit a report by the deadline may result in limited future PDAP funding being awarded

PLEASE COMPLETE THIS PROPOSAL AND THE EXPENSES ON THE ATTACHED PROJECT EXPENSE FORM.

Duration	Sustainability	Contributors	Instructional Practice	Projected Resource Needs/Costs	Facilities, Furnishings, and Space Requisites
Indicates the duration of the project	Outlines how the project will be ongoing and whether it will be sustainable following the grant completion date	Designates the primary contributors of the project	Describes how the project will enhance instructional practice	Identifies all projected resource needs including technology and supplies	Indicates necessary facilities, furnishings, and space requisites

For PDSC Scoring: X3 = Evidence-based needs; benefits; impacts, deliverables and outcomes, sustainability

X2 = PDP/IPGP; objectives; instructional practice; target population

X1 = All remaining categories

SCORE: _____

PDSC MEMBER: _____

DATE: _____