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**Professional Development Assistance Program (PDAP)**

Teaching Grant Program

**Guidelines and Application**

[**http://www3.sunybroome.edu/prof-dev/**](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 Academic Master Plan (<https://www2.sunybroome.edu/ie/wp-content/uploads/sites/42/2022/03/suny_broome_amp_20222025_final.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 academic master plan
* Innovative proposals that are seeking to bring something new to the affiliated department/area, division, and/or campus
* Completed applications received by due date mentioned in call out.
* 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

A selection rubric is used when reviewing Teaching Grant applications. Each applicant will receive equal consideration. Please review the Teaching Grant Rubric, as this is the evaluation tool that will be used when reviewing applications. The following strategies may be used 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 completed electronically. Once applications have been reviewed, applicants will be informed of the 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.**oome.edu**

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