

# Teaching Enhancement Grant

The Instructional Development Council (IDC) is accepting applications for Teaching Enhancement Grants (TEGs) through support from the Center for the Advancement of Teaching and Learning (CATL) and the Office of the Provost. TEGs provide funding for professional development activities related to teaching or for projects that lead to the improvement of teaching skills or the development of innovative teaching strategies. Thus, this grant is not designed to support the acquisition of content knowledge for specific course topic(s) but is targeted instead toward pedagogy (i.e., the teaching talents, methods, and abilities of the instructor). The IDC issues two calls for TEG proposals each year, one in the fall and one in the spring.

**Fall applications due: Monday, Dec. 2, 2024**

**Fall TEG funds must be spent by June 1, 2025**

## Eligibility

Faculty and instructional academic staff whose primary responsibility is teaching for the academic year in which the proposed project takes place are eligible to submit proposals. Priority will be given to requests submitted by individuals who have not received Teaching Enhancement Grant funding within the last 12 months, and to applicants whose attendance at a specific conference has not been funded in the past 2 years. The Council will still consider those applications but would like to encourage new applicants and new professional development experiences. Projects involving distance/online learning will be given special consideration. Please contact the Instructional Development Council at [idc@uwgb.edu](mailto:idc@uwgb.edu) with any questions about eligibility.

## Amount

Up to \$1,000 may be awarded. Funds can be used to cover eligible expenses (defined below). Funding can be requested for a second year, but the total amount awarded for a single project (or related parts of the project) cannot exceed \$1,000.

## Purpose

The Teaching Enhancement Grant program is designed to support professional development activities that will enhance a faculty member's teaching skills or result in the development of innovative teaching strategies. Examples of the types of activities funded by this grant program include:

- Participating in professional development activities, such as workshops, seminars, or intensive short-courses designed to improve teaching (including university-approved travel to teaching workshops).
- Providing materials (i.e., books) for a reading circle on a teaching-related text.
- Supporting workshops at UW-Green Bay designed to enhance general teaching effectiveness (e.g., cost for an invited speaker).
- Developing, implementing, or testing innovative teaching methods or a course-based assessment strategy with the aim of improving student learning.
- Conducting a scholarly investigation related to teaching and/or that clearly enriches teaching in a specific way (i.e., purchasing assessment instruments for use in SoTL research).

## Eligible vs. Ineligible Expenses

Eligible Expenses include:	Ineligible Expenses include:
Reimbursement for supplies and expenses to support SoTL research and the development of innovative teaching strategies	Funds for course field trips, class guest lecturers, or class supplies, samples, or materials
Registration fees, conference costs, or university-approved travel expenses for professional development opportunities associated with teaching and learning.*	Registration fees, conference costs, or university-approved travel for non-pedagogical professional development (e.g., to present one's research at a discipline-specific conference)
The purchase of scholarly books or periodicals specifically related to <b>teaching topics</b> and improvement	Funds for activities that are more appropriately supported by budgetary units, including all technology (laptops, tablets, etc.) purchases and all equipment that will be used by students or faculty in classrooms or labs
Honorarium for invited workshop speaker or guest related to teaching development	Faculty stipends for any purpose

**\*Note on conferences:** The IDC recognizes that many discipline-specific conferences offer sessions and workshops on teaching/pedagogy related to their field. If funding is sought to attend such a conference, the applicant must specifically state in the application which sessions, workshops, conference tracks, etc. would be attended and how those relate to their teaching skills and/or the development of innovative teaching strategies, not the acquisition of discipline-specific content knowledge.

## Reporting Requirements

All TEG recipients will need to articulate a plan for how they will share the knowledge gained during their proposed project with the larger UWGB community. Final reports should consist of any documentation produced to support this process, as well as a one-paragraph reflection on their own learning. TEG recipients of grants to support honoraria for public speakers do not need to host a second event to "report out."

Possible reporting options include, but are not limited to:

- Running a teaching and learning workshop for your department, college, or institution.
- Writing a blog post for CATL's blog, "The Cowbell," that shares what you learned and/or researched with the larger university community.

## Submission Process

**Proposals must be submitted electronically.**

### Forms & Resources

- [Cover Sheet](#)
- [Budget Form](#)
- [TEG Award Rubric](#)

## Items to Submit to the IDC

The following items need to be sent electronically as a single PDF to the IDC at [idc@uwgb.edu](mailto:idc@uwgb.edu).

- 1) A completed [Proposal Cover Sheet](#) with signatures.
- 2) Two-page proposal including the following elements:
  - Title of the project.
  - A project description.
  - A description of the project's goals, including an explanation of how the project relates to teaching enhancement. **Specific examples are required.**
  - An explanation of the project's potential to have a broad and positive impact at the program, college, or institutional level and **how that will be achieved in a specific plan for the dissemination of results.**
  - An implementation timeline for the project.
- 3) Completed [Itemized Budget Form](#).
- 4) A conference or workshop brochure (i.e., official description of the event), if applicable.

Successful candidates will be selected by the Instructional Development Committee with guidance from the TEG Award Rubric.

\*Note that under open records regulations successful proposals will be available for review by request to the CATL Office.

## Questions?

If in doubt about proposal eligibility or other issues, please contact the IDC at [idc@uwgb.edu](mailto:idc@uwgb.edu).