

FACULTY SCHOLARSHIP PROPOSAL

Valdosta State University

Funding Category A: Instructional Improvement

General Information: Scholarships in this category are designated specifically for those activities, materials, or equipment that focus on the development of a faculty member's skills, teaching methods, and/or techniques and strategies for the improvement of instructional effectiveness in the classroom.

Awards:

- In the case of co-authored presentations only one award can be received.
- The maximum amount faculty may receive per fiscal year across all three Faculty Scholarships (Professional Presentation, Instructional Improvement, and Course/Curriculum Development) is \$1,000.

Submission Policy:

- All completed applications, along with required documents, must be submitted together via DocuSign, following the routing instructions on the application form. Deadlines are listed on the FSRC website. Submissions by email will not be accepted.
- Applications are date-stamped upon receipt, and if approved, funding is awarded in the order in which applications are received.
- Proposals submitted AFTER travel will NOT be accepted. No Exceptions.

Required Application Materials

- Funds are limited and may be depleted early in the academic year; therefore, it is advisable to submit a strong proposal as early as possible.
- Submit a completed application with all areas completed (all boxes filled).
- Clearly describe the activity, keeping in mind that reviewers may not be familiar with your specific field or discipline.
 - ✓ On the application, discuss anticipated linkages among proposed activity, learning objectives, and instructional effectiveness.
 - ✓ Provide a program or list of activities clearly and directly connected to the applicant's teaching field.
 - ✓ ****Specific sessions to be attended should be clearly indicated.**
 - ✓ Provide the syllabi of the particular courses that are being improved by this activity and highlight the specific learning objectives which will be impacted by this funding.

Applicants who receive a denial must submit a new, complete proposal during the next application cycle for reconsideration.

Travel:

- These grants do not usually fund travel to annual or general-purpose meetings unless directly linked to pedagogical outcomes.
- ****They can fund travel to special or one-of-a-kind meetings that have a narrowly defined pedagogical or curricular focus.**
- ****They may also fund extra expenses incurred by faculty who wish to attend particularly relevant pre-convention or post-convention workshops.**

Examples of Proposals the Committee Has Funded:

- ◆ An Assistant Professor of Biology attends a National Science Foundation Seminar in Washington, D.C. to learn the latest strategies for engaging students in laboratory learning, which relates directly to a course the professor teaches, _____. The delivery of very detailed and difficult information will be modified based on strategies learned at the seminar, which are designed to now provide students with organizational tools for storing, retrieving, applying knowledge and techniques for laboratory applications and practice.
- ◆ An Associate Professor of History attends a Humanities Endowment Workshop in Atlanta to learn about methods of interpreting and synthesizing information from reports on Civil War battles fought in Georgia. The methods learned will help the instructor to communicate social and political contexts of the Civil War period more effectively and engage students in comparison with contemporary contexts.
- ◆ A music professor attends a conference where one of the sessions explores a new technique of performance. The professor explains how learning this new technique will enhance his/her teaching in the applied studio and beyond. The information in the session the professor will attend cannot be learned properly without physically being at the conference and learning first-hand from the presenter.

Avoiding Common Mistakes:

- ◆ **Objectives are weak:** The applicant does not make direct connections between the request being funded and the courses taught.
- ◆ **Weak or missing outcomes:** A music professor wishes to attend a festival or conference of music in order to gain insight into new music practices or performances. He/she does not have a specific purpose of how the conference will enhance his/her teaching techniques, methods, strategies or skills.
- ◆ **Existing Course:** Workshops, seminars, courses, etc. on the subject matter or skill development outlined in the request are offered through VSU.
- ◆ **Incomplete Application:** Missing: Documentation of the event, itemized budget, syllabi, etc. or the applicant has submitted old, outdated forms.
 - The application is missing course numbers, titles, and syllabi for specific courses that will be enhanced by attending the conference.
- ◆ Requests are being requested which are retroactive to the event.

FACULTY SCHOLARSHIP PROPOSAL
Valdosta State University
Funding Category A: Instructional Improvement

Faculty Member		Date	
Title and Department			
E-mail address			
Description of proposed activity <i>(Include dates of travel, location, and nature of work to be conducted)</i>			
Outcome of activity <i>(Provide a detailed rationale as to how these sessions, materials or activities will improve instructional effectiveness. Include specific classroom activities in particular courses and the name and number of the appropriate courses.)</i>			
Provide an explanation or rationale as to why the information or skills offered are not available in print or through internet discussion groups or other means			
Provide the expected number of students who will be benefited from this activity			

Budget <i>(Enumerate costs and describe nature of costs to be incurred)</i>	1. Transportation Cost		
	2. Automobile Rental		
	3. Registration Fees		
	4. Hotel		
	5. Meals		
	6. Ground Transportation (taxi, etc.)		
	7. Other (parking, phone, etc.)		
	Total Cost =		
Other financial support			
Amount of grant requested <i>(one-time FY award of \$1000)</i> <i>July 1st – June 30th</i>			
Applicant's Signature <i>(By signing this application you agree to submit an expense report within 60 days of return from travel)</i>		Date	
Dept Head Signature		Date	
Dean/Director Signature		Date	
Submission Instructions	Submit via DocuSign routing as follows: Applicant (for signature) Department Head (for signature) Dean (for signature) Ms. Monica Close (as a cc:)		
<i>Any publicity of the granted activity should mention funding from the Office of Faculty Scholarship</i>			