

Office of the Provost

FACULTY MINIGRANT GUIDELINES

Innovation in Teaching - Activities Involving Undergraduate Research

Philosophy

The office of the provost has reserved a limited amount of extra funding to support innovations in teaching and to support activities that involve research by undergraduate students. SFA is known as a “teaching institution,” so it is essential that we continually explore new techniques and approaches to teaching. Research is a valuable part of the learning process and opportunities for undergraduates to engage in directed research are not numerous. It is important for us to increase and support those opportunities.

Funding

Minigrant requests for any amount up to \$1,000 will be considered. Each individual is limited to a single minigrant award in a fiscal year.

When awarded, travel support generally will be limited to \$500. Travel awards from the minigrant fund should be matched with funds from other sources whenever possible.

Application Process

Submit a brief (up to one page) narrative and a budget outline to the Provost and Vice President for Academic Affairs by e-mail (rberry@sfasu.edu) or by mail (Box 6079).

Deadline

Proposals are accepted any time. All funds must be expended in the fiscal year in which they are awarded. This deadline for expenditures (other than student salaries, if applicable) is August 1st of each fiscal year to meet purchasing deadlines.

Priorities

Consideration will be given to applications in the following categories:

- * Development of innovative teaching techniques, methods, and/or approaches.
- * Projects which include undergraduate student involvement in research activities.

Constraints

Funds are limited; therefore, the following constraints should be considered in preparing your application:

- Preference will be given to new applicants.
- Individuals are not eligible to receive a minigrant during the semester(s) that they are on faculty development leave or sabbatical.
- Special justification is required for funds to attend a workshop (e.g., a faculty member may require training to gain a special skill in order to introduce a recently developed technique into an instructional setting).

Minigrant funds must be expended in accordance with the approved budget and are subject to all local, state, and federal fiscal regulations. All activities related to a minigrant award are subject to applicable state and federal laws, as well as university policies and procedures.

Unallowable Costs

Activities that are not eligible for minigrant support, regardless of worthiness, include:

- * Personal computers and printers;
- * Materials for routine use in academic courses;
- * Faculty salaries or supplementation of faculty salaries;
- * Professional development activities, including speaker or performance fees; and
- * State-imposed limitations on the use of the funds (e.g., non-per diem food, door prizes, and gift certificates).

Report

Recipients must submit a 200-word abstract describing the project outcomes to the Provost upon completion of the project or activity.