

Office of the Provost

FACULTY MINIGRANT GUIDELINES *Excellence and Innovation in Assessment*

Philosophy

The office of the provost has reserved a limited amount of extra funding to support and recognize excellence and innovation in assessment of student learning. Grants may be used to support innovative assessment initiatives in academic programs or the core curriculum, and the publication or presentation of research related to assessment programs.

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.

Application Process

Submit a brief (up to one page) narrative and a budget outline to the Coordinator of Assessment by e-mail (assessmentcoordinator@sfasu.edu).

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 that:

- § Develop innovative assessment techniques, methods, and/or approaches.
- § Develop an outcomes assessment plan or activity that exemplifies best practices in assessment and is adaptable to other areas of study.
- § Demonstrate an understanding of total assessment process.
- § Continue to develop methods of assessment.
- § Cooperates with the faculty, relevant committees, pertinent guidelines/policies, and the administration in assessment activities.
- § Actively promotes the assessment of student learning.
- § Uses assessment feedback to improve student learning.

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.
- § 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

Expenses 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.
- § 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 Coordinator of Assessment upon completion of the project or activity.