

# Teaching Allocation Grant: Call for Proposals

Date: October 9<sup>th</sup>, 2020  
 To: UNM Regular Voting Faculty, Main Campus  
 From: Faculty Senate Teaching Enhancement Committee (TEC) – Teaching Allocation Grants (TAG) Subcommittee  
 Subject: Teaching Allocation Grant (TAG) Policies/Guidelines/Proposal Process for 2020/2021

## I. Funding Opportunities and General Information

The Teaching Enhancement Committee invites proposals for Teaching Allocation Grants. These grants are available to support projects that will enhance teaching effectiveness and support UNM's diverse student population. The committee seeks proposals for realistic, well-planned, and innovative projects that have clearly outlined rationale and desired outcomes.

It is the intent of the TAG Subcommittee to support innovative teaching and learning methods that foster UNM's diverse student population and to enhance effective communication of information, ideas or methods of inquiry in an academic environment. We encourage proposals for upgrading existing courses, developing interdisciplinary approaches, or utilizing modern technologies as teaching tools. It is essential that the proposal include a) a clear indication of the anticipated effect on learning enhancement b) the number of students that will benefit, c) how the success of the project will be assessed, d) how the results will impact and be shared beyond UNM (e.g., with other higher-education institutions).

Proposals for the fall should be submitted by November 19, 2020. The TAG Subcommittee will review proposals and contact awardees by December 7, 2020.

### A. General and Targeted Funding Opportunities

We seek proposals in two funding-opportunity categories: "General Research" and "Targeted Research."

**General-Issue Projects:** The General-Issue category funds projects that investigate a wide variety of issues related to teaching excellence in its various forms.

**Targeted-Issue Projects:** The Targeted Issue category aims to encourage projects that address exigent needs at UNM. Projects in this category will receive special consideration for funding. This year, to address UNM's most pressing needs, we invite and encourage proposals that address any of the following purposes:

- A Respond to the COVID-19 crisis with innovations/technology/training that will enhance teaching and learning during and after the pandemic *Include significant collaboration across units—staff-faculty, inter-department, inter-college, inter-branch, and inter-institution (e.g., with NM community colleges),*
- B *Broaden the use of the Adobe CC* in undergraduate and graduate courses,
- C Enhance the teaching effectiveness of *faculty from historically underrepresented groups, or*
- D Enhance the success of *students from historically underrepresented groups.*

### B. Eligibility

As in previous years, proposals must originate from faculty who hold the rank of Lecturer, Assistant Professor, Associate Professor, or Professor. Note: Proposals from faculty at UNM's branch campuses will be given consideration equal to that of UNM-Main faculty.

**Funds will not be awarded to support student work leading to an advanced degree.**

**Funds may not be used to compensate faculty's time spent on the project.**

### C. Period of Funding

Funds must be expended by the award recipient by December 20, 2021.

### D. Award Management, Sharing, & Reporting

The award recipient is fully responsible for management of grant funds. Outstanding expenses will be the responsibility of the recipient of the award. Once the project is complete, each TAG funding recipient MUST submit a brief summary report within 90 days of the termination of the grant period (March 20, 2022). The reports should clearly indicate: (1) how the funds were used, (2) the number of students impacted by the project, (3) results of the assessment of the project, and (4) a summary of any resulting presentations or publications. A report template will be provided to all award recipients. To be eligible for funding on a future proposal, recipients must have filed a final report for all previous TAG grants. The award recipient agrees to have their name listed on the Center for Teaching Excellence (CTE) website along with their contact information and report. Award recipients are also expected to disseminate their findings to other members of the university community and will be contacted to consider participating in CTE's conferences and workshops.

### E. Funding Restrictions

Eligible items for funding include purchase of supplies, equipment, travel, and services requested and approved in the award recipient's submitted budget. Funds may not be used to compensate a faculty member for time spent on the project. Any budget modification that alter the scope of the work must be submitted in writing to the TAG Subcommittee Chair for approval prior to any expenditure of funds.

**Awards:** Individual grants will be limited to \$5,000.

**Personnel/Services:** Funds may be requested for personnel/services that award recipients would not normally be expected to provide themselves (e.g., graduate assistants, student employment). All requests for personnel/services must be in accord with current University policies and salary rates, and they must be fully described and justified as essential to achieve the goals of the proposals.

**Travel:** TAG will consider travel to symposia, conferences, seminars, or exhibits or the use of funds to bring relevant resources to campus. All pertinent transportation will be supported at the actual cost. It is expected that the award recipient will seek the lowest airfare possible. Proposal for such funds must be justified and accompanied with descriptive literature of the content of the event. Note that current University policies related to COVID-19 may limit travel.

**Major Equipment:** If the project requires the purchase of major equipment (valued at \$1000 or more) the equipment becomes the property of the recipient's department. Any request for major equipment must be fully justified as critical to the project.

**Examples of funding eligible expenditures:** These expenditures included in previous years' proposals were fully funded.

- ~\$3800 for video otoscope, specula, and replacement (for training audiology students to use ear-imaging equipment; A&S, Speech and Hearing)
- \$5000 for risography (book printing) equipment and supplies, and workshop (\$2756 for equipment, \$2244 for two faculty members' travel and workshop fees; \$5250 in-kind funding from other sources; Fine Arts, Art and Art History)
- ~\$4000 to fund six-week summer academy for 30 students transferring from CNM (for passenger van rentals and other transportation, honoraria to NM pueblos, and SUB room rental; A&S, Chicano/a/x Studies, English, Native American Studies)

- ~\$2100 for special-education professor to attend institute on Kagan Cooperative Learning Strategies (for \$800 institute fees and materials, \$529 for mileage driving personal car, \$750 for lodging and per diem; Education, Special Education)

## F. Prior Approval

Approvals must be obtained from the appropriate university committees for projects which involve any use of human subjects, animals, radioactive materials, or recombinant DNA techniques.

## II. Organization of the Proposal

**Proposals without a complete cover page and letter of support will be returned without review.**

### A. Cover Page (Page 1)

The first page of the proposal must include the following information:

- Name of applicant, rank, department, email address, complete campus address, campus phone number, number of years at UNM, number and date of any previous TAG award
- Title of the proposal
- Specification for which issue you are applying: "General or Targeted funding
- 100-word summary of the project (which will be posted on the CTE website if the proposal is funded)
- Total amount requested from the TAG for the project
- Description of other funding sources or in-kind support for the project

### B. Letter of Support (Page 2)

Letter or email from department chair or senior faculty member in support of the project. The letter should explain the importance of the proposed project to curriculum and instruction in the department.

### C. Project Overview (pages 3-up to 5)

In three single-spaced pages or fewer, and avoiding technical terminology that may not be understood by a general academic audience, please include the following:

- Explain the problem or question your project will investigate or attempt to solve, and make clear why this is a significant problem/question for the field.
- Clearly outline the methodology you plan to use to approach the problem. Make sure we understand how your methods will yield findings/data that will address the problem you have identified.
- Provide a timetable detailing how the project will proceed.
- Connect the project to previously enacted innovations or to published research and scholarship.
- Describe your (and/or your team's) expertise and experience in this area.
- Describe how resources or findings will be shared (intra-institutionally or through scholarly, publishable avenues).

### D. Realistic, Detailed Budget and Timeline (two pages maximum)

Any in-kind budget items or alternative budget sources should be included in the budget; they will strengthen a proposal. State whether you will accept partial funding. Include a realistic timeline for your project. Please include justifications for each budget item for which you are requesting funding, such as major equipment, personnel, and travel.

### III. Criteria for Selection

Successful proposals pursue innovations that further the TEC’s policy statement.<sup>1</sup> In reviewing the proposals, we will use the following criteria.

#### **Significance, relevance, generalizability**

- ✓ Does the project address an important problem that is relevant to the work of instructors at UNM—i.e., that will make an original and significant contribution?
- ✓ If the aims of the project are achieved, how will teaching excellence be advanced?
- ✓ How many students will be affected by this project? How many faculty members will be affected?
- ✓ Will the project’s aims apply to contexts outside of the immediate context of origin? (Note: “proof of concept” and “model program” projects may be considered generalizable.)

#### **Innovation**

- ✓ Is the project original and innovative? For example, does the project challenge existing practices or address an innovative hypothesis or critical barrier to progress?
- ✓ Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

#### **Methods and feasibility**

- ✓ Are the methods appropriate and clearly described?
- ✓ Is the methodology adequately developed, well-reasoned, and likely to result in useful findings that address the issues articulated in the proposal?
- ✓ How will the project’s results be assessed, and will the planned assessment lead to findings that are reliable and valid?

#### **Environment(s)**

- ✓ Is/are the environment/environments well suited to the aims—i.e., does the proposed project benefit from the unique features of the unit, or employ promising collaborative arrangements?
- ✓ Not required but helpful: Does the proposal aim to study populations or settings that have been underrepresented in writing-program research?

#### **Cost Effectiveness**

- ✓ Does the budget clearly explain all costs and expenditures?
- ✓ Are the budget items reasonable? When appropriate, does the budget (or narrative) explain why certain items are justified?
- ✓ Do the project’s outcomes justify the project’s expenses?
- ✓ Not required but helpful: Does the budget include in-kind or matching funds from other sources (such as the department or other funding agencies)?

#### **Sharing of project findings**

- ✓ A plan for dissemination of the project findings is included.

### IV. Submission

All proposals should be submitted electronically [HERE](#). Hardcopy submissions will not be accepted. You may contact the TEC Chair, Professor Chuck Paine, at [cpaine@unm.edu](mailto:cpaine@unm.edu), with any additional inquiries regarding the policies; **please use this subject line: “TEC Grant Inquiry.”** For questions related to the submission process, please contact CTE at [cte@unm.edu](mailto:cte@unm.edu).

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<sup>1</sup> The TEC’s current policy statement can be found at <https://handbook.unm.edu/t2km140x/>.