

2023 SEHD Teaching Excellence Grant Program

Request for Proposals

Approved by the Deans Council August 3, 2022

Introduction/Purpose

The 2023 SEHD Teaching Excellence Grant Program (TEGP) provides grant funding awards designed to empower excellence in all aspects of teaching by SEHD faculty.

Grant Types

The goal of SEHD Teaching Excellence Grant Program applications should be to promote students' learning, including: (1) the implementation of innovative, high impact teaching methods that can be immediately and successfully integrated into instructional practice across the SEHD and result in significant improvements in the learning outcomes of the students taught by SEHD faculty, (2) the engagement of undergraduate students with the scholarship of teaching and learning, and (3) the improvement of distance education. Proposed SEHD Teaching Excellence Grant Program projects must address current SEHD student learning needs and reflect the unique expertise and experience of the investigators. Track 1 projects will focus on undergraduate student learning and educational needs. Track 2 projects will focus on graduate student learning and educational needs. Since the SEHD already supports study abroad/field trip programs and the Undergraduate Student Research Initiative (USRI), all SEHD Teaching Excellence Grant Program proposals must propose projects that are very different from those two programs.

Eligibility

All Texas A&M School of Education and Human Development full-time faculty (100% nine-month FTE) are eligible to apply for 2023 SEHD Teaching Excellence Grant Program funding. A faculty member's name may not appear on more than one 2023 SEHD Teaching Excellence Grant Program application, including both tracks one and two, as either a PI or a team member. *If a faculty member's name appears on more than one proposal, all proposals on which that faculty member's name appears will not be reviewed.* Faculty are highly encouraged to submit jointly authored proposals with the potential to make a significant positive impact upon the learning outcomes of their students. A faculty member may not be awarded more than two SEHD Teaching Excellence Grant Program awards during a contiguous five-year period.

Award Limits

The maximum individual award amount is \$15,000. The program anticipates awarding up to eight proposed projects.

Time Line

- 1) **November 16, 2022** – Release of RFP.
- 2) **November 16, 2022** – Proposal Submissions Accepted.

- 3) **November 30, 2022** – FAC-facilitated SEHD Teaching Excellence Grant Program (TEGP) “Overview and Keys to Writing Successful Proposals” workshop for faculty.
- 4) **December 16, 2022** – Deadline for Proposal Submissions (11:59pm, CT).
- 5) **January 31, 2023** - SEHD Teaching Excellence Grant Program (TEGP) Awardees announced.
- 6) **End of February 2023** – Awards activated pending receipt of compliance documentation (if required).
- 7) **31 August 2024** – End date of 2023 SEHD Teaching Excellence Grant Program (TEGP) individual and team project funding.
- 8) **31 December 2025** – Final Project Report due.

Budget Information

All project related expenses, services, supplies, equipment and travel costs should be itemized in the proposed budget. Undergraduate and graduate student salaries and tuition support are highly encouraged. Applicants must justify all proposed project expenses in detail in a one-page budget justification document. Facility and administrative (indirect) costs are not allowed, and faculty salary support may not be requested. If you need assistance in developing your budget, the SEHD Research Enterprise & Outreach team is here to help.

Project Period

Competitive awards are for a maximum of 18 months from the first disbursement of funding. If required, any delay in funding disbursement due to achieving TAMU compliance office approval will shorten the project period accordingly. Any 2023 SEHD Teaching Excellence Grant Program (TEGP) funds remaining in the account of the individual author or lead team member at the end of the project period must be returned to the School of Education and Human Development.

Proposal Evaluative Criteria

Reviewers of the 2023 SEHD Teaching Excellence Grant Program (TEGP) proposals will consider the following in evaluating proposals and making recommendations for awards:

- 1) The potential for the proposed project to accomplish two goals:
 - a. Result in the implementation of innovative, high impact teaching methods that can be immediately and successfully integrated into instruction practice across the SEHD and result in significant improvements in the learning outcomes of the students taught by SEHD faculty.
 - b. Result in significant outcomes that will vertically elevate the knowledge base and instructional practice of SEHD faculty.
- 2) The potential to complete the proposed work on time and on budget.
- 3) The individual expertise and experience of the submitter, or the combined synergistic experience and expertise of the members of a project team.
- 4) The potential for undergraduate and/or graduate students to experience a unique educational experience through participation in the proposed project.

- 5) The potential for the outcomes of the proposed work to improve the diversity, equity, and inclusive qualities of the SEHD instructional infrastructure.
- 6) The quality and professionalism of the proposal's construction, organization, writing, and presentation.
- 7) The potential of the proposed work to be leveraged into the submission of additional grant applications in the future.
- 8) The potential of publishing the findings of the projects in peer-reviewed articles.

Upon Selection

Those who receive an SEHD Teaching Excellence Grant Program award should contact the Research Enterprise & Outreach office before making any commitment to expend 2023 SEHD Teaching Excellence Grant Program (TEGP) award funds. Any expenses incurred in excess of the amount of the 2023 SEHD Teaching Excellence Grant Program (TEGP) award will not be reimbursed.

Expectations

New knowledge created as a result of 2023 SEHD Teaching Excellence Grant Program (TEGP) funding should be disseminated through presentations to the SEHD faculty and, if possible, through publication of results and outcomes in appropriate disciplinary journals and presentations at disciplinary conferences. Those who receive a 2023 SEHD Teaching Excellence Grant Program (TEGP) award are required to submit a Final Project Report to SEHD Research Enterprise & Outreach detailing how the grant funds were used, the novel and innovative methods, approaches, strategies and/or technologies that were created and field tested, and how funded project outcomes were disseminated. This report must be submitted no later than 31 December 2025. Individuals and teams who do not submit this report will not be eligible to participate in other SEHD grant funding programs until the report has been received.

Compliance

If the proposed project involves activities that are required to be reviewed and approved by the TAMU research compliance office (e.g., the IRB), applicants must submit a copy of all appropriate compliance approval forms to the SEHD Teaching Excellence Grant Program before funding can be disbursed. All proposals recommended for funding by the SEHD Teaching Excellence Grant Program review panel will be submitted to the TAMU Research Compliance for review prior to awards being announced.

Proposal Format

SEHD Teaching Excellence Grant Program proposals should be written for an informed general academic audience and avoid field-specific jargon, acronyms, and terminology.

All proposals submitted to the SEHD Teaching Excellence Grant Program must be submitted in Adobe PDF format. A complete proposal submission will consist of all documents listed below. To ensure that special characters and formatting (if used) are accurately reproduced, we strongly recommend that faculty carefully examine Microsoft Word files that have been converted to

Adobe PDF format before submission. **Incomplete or noncompliant proposals will not be reviewed.**

(Note: All documents below must be single spaced and formatted in Times New Roman, 12-point font with one-inch margins.)

- **General Information** (one page maximum): Must include:
 - A descriptive title (Maximum 81 Characters and Spaces)
 - All Track One proposal titles will begin “TEGP Program Track One: [Title...]”.
 - All Track Two proposal titles will begin “TEGP Program Track Two: [Title...]”.
 - Compliance review requirements (if any),
 - Up to five keywords describing the project,
 - Contact information for all proposed project personnel.
- **Project Summary page** (one page maximum): A summary of the project consisting of three sections: 1) Background, 2) Project Objectives, and 3) Expected Outcomes and Significance.
 - The Background section should include a brief overview of the teaching/mentoring challenge to be addressed and a statement of the overall project goal or objective.
 - The Project Objectives section should include a listing of the main activities that will guide the project development and combine to achieve the overall project goal.
 - The Expected Outcomes and Significance section should include a brief summary of the outcomes or products of the proposed project, the significance and impact of the new knowledge produced, and any novel and innovative methods, approaches, strategies and/or technologies created by the project team upon current teaching practice and student learning outcomes.
- **Project Description** (3 pages maximum): The project description should include any figures and tables, and:
 - Provide background information and a brief review of the literature related to the proposed project and discuss the potential impact of the successful completion of the project on student instructional outcomes.
 - State the specific objectives of the project in a bulleted list.
 - Describe the work to be performed and the contributions of each member of the project team.
 - Proposals must include a description of the experience and expertise of the members of the team performing the proposed work. If undergraduate or graduate students will be participating in the project, describe the relevance of their proposed work to their education and the supervision planned for their participation.

- Describe the anticipated outcome(s) of the project upon completion as they relate to the faculty involved, the various environments in which undergraduate and graduate instruction takes place, and upon society.
- Provide a detailed timeline for the project.
- **References Cited** (no page limit): this section is not included in the five page limit of the Project Description.
- **Applicant CV's** (3 pages maximum each) for each team member
- **Budget** (one page maximum): Not to exceed \$15,000. A detailed budget should be submitted in the budget form appended to this RFP.
- **Budget Justification** (one page maximum): All planned project expenditure classes should be itemized and justified as they relate to successfully accomplishing the stated objectives of the project. A sample budget justification is appended to this RFP.

All applications must be submitted via email to asavell@tamu.edu with the subject line: "2023 SEHD TEGP Submission - [Lead Applicant's Last Name]" as a single, multipage PDF document.

Incomplete applications, or applications submitted in an unapproved form, format or file type will not be reviewed.

Proposals must be submitted no later than 11:59pm, Friday, 16 December 2022, CT to be eligible for review. **Late submissions will not be reviewed.**

One no cost extension may be requested prior to the end of the 18-month award period, with adequate justification, and may be granted for a maximum of one additional year.

SEHD Research Enterprise & Outreach team members are available to provide any assistance needed with the writing and submission of 2023 SEHD Teaching Excellence Grant Program (TEGP) grant proposals. Contact: Ann Savell – asavell@tamu.edu

The 2023 SEHD Teaching Excellence Grant Program (TEGP) reserves the right to select for award all, some, or none of the proposals submitted in response to this announcement.

Questions about the 2023 SEHD Teaching Excellence Grant Program (TEGP) should be directed to:

Dr. Fred Nafukho, Senior Associate Dean for Faculty Affairs: fnafukho@tamu.edu

Dr. Jim Fluckey, Associate Dean for Research: jfluckey@tamu.edu

2023 TEGP BUDGET REQUEST

PI Name:

			Total
Student Workers:			
<i>TBN – Hourly Graduate Student</i>			
	Number of workers =		
	Hourly wage each = \$		
	Total hours on project =		
	Total Salary	\$ ____	
<i>TBN – Hourly Undergraduate Student</i>			
	Number of workers =		
	Hourly wage each = \$		
	Total hours on project =		
	Total Salary	\$ ____	
Total Student Workers Salaries			\$ ____
Total Student Workers Benefits	at 10.9% fringe rate		\$ ____
Travel:			
<i>Travel: Domestic</i>			
	[trip 1]	\$ ____	
	[trip 2]	\$ ____	
	Total Domestic Travel	\$ ____	
<i>Travel: International</i>			
	[trip 1]	\$ ____	
	[trip 2]	\$ ____	
	Total International Travel	\$ ____	
Total Travel			\$ ____
Materials & Supplies:			
	[item 1]	\$ ____	
	[item 2]	\$ ____	
	[item 3]	\$ ____	
	[item 4]	\$ ____	
Total Supplies			\$ ____
Other Costs:			
	[item 1]	\$ ____	
	[item 2]	\$ ____	
	[item 3]	\$ ____	
	[item 4]	\$ ____	
	Total Other Costs		\$ ____
TOTAL REQUEST FROM SPONSOR			\$ ____

Please add as many extra lines as needed!

BUDGET JUSTIFICATION [sample for TEGP]

Personnel

[Recommend naming the PI and any Co-PIs, even though funding is not requested for them; this area can be used to explain their role and need on the project without taking up more room in the five-page project narrative. Follow this with the number and role of the student workers hired for this project and/or what stages of the activities they will be involved in. Typically, this section says it will be under the guidance of the PI and the Co-PIs and how they will be guided/mentored.]

Example: [PI name], principal investigator, requests funds to support two Undergraduate Research Assistants at \$15/hour for 20 hours/week for 9 weeks each (3 calendar months). These student workers will be...

Standard Language: Fringe Benefits are calculated at the standard Texas A&M University rate of 10.9% of wages for graduate and undergraduate student workers.

Equipment

[This category is reserved for capital equipment purchases of a single item valued at more than \$5,000 with a lifespan of more than one year.]

Travel

[For each trip, provide the destination, purpose for trip in relation to the proposed project, number of persons traveling, number of days stay, and estimated cost per person].

Materials & Supplies

[This category is for tangible items that will be solely purchased for this project.]

Example: Project supplies at a cost of \$1,051 are expected to....

Other Costs

[This category is for non-tangible costs, such as software licenses or professional services needed.]

Example: \$900 will fund software costs for _____. \$2,000 will fund transcription services.

Total Funding Request: \$ _____