Teaching Excellence Grant Program – FY24
REQUEST FOR PROPOSALS

Released December 8, 2023

Introduction/Purpose

The Teaching Excellence Grant Program (TEGP), offered by the School of Education & Human Development, was approved by the Deans Council August 3, 2022 and provides grant funding designed to empower excellence in all aspects of teaching by EHD faculty.

Grant Types

The goal of EHD 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 EHD and result in significant improvements in the learning outcomes of the students taught by EHD faculty, (2) the engagement of undergraduate students with the scholarship of teaching and learning, and (3) the improvement of distance education. Proposed EHD Teaching Excellence Grant Program projects must address current EHD student learning needs and reflect the unique expertise and experience of the investigators. This competition includes two tracks:

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 EHD already supports study abroad/field trip programs, all EHD Teaching Excellence Grant Program proposals must propose projects that are very different from that program.

Eligibility

This program is open to all School of Education and Human Development full-time faculty (100% nine-month FTE) who have not received a TEGP grant in the last five years. A faculty member's name may not appear on more than one EHD Teaching Excellence Grant Program application, on either track, 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.

Award Limits

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

Project Period

TEGP awards are for a maximum of 18 months from the first disbursement of funding. Any delay in funding disbursement due to delays in receiving TAMU compliance office approval will shorten the project period accordingly. Any funds remaining in the awardee's TEGP project account at the end of the project period must be returned to the Dean's office.

Key Dates

December 8, 2023	Release of RFP
January 31, 2023	Deadline for Proposal Submissions (11:59pm, CDT)
March 8, 2024	Awardees announced
July 1, 2024	Awards activated pending receipt of compliance documentation
December 31, 2025	End date of project funding
December 31, 2026	Final Project Report due

Submission

All applications must be submitted as a single pdf document through the [TAMU-EHD InfoReady](https://tamu-ehd.infoready4.com/) submission portal (https://tamu-ehd.infoready4.com/). Proposals must be submitted no later than the date and time stated in the Key Dates section of this RFP to be eligible for review. Late submissions will be returned without review.

Proposal Application Guidelines

A proposal will consist of the following required documents:

- **Cover Page** (one page maximum) – Must include the following information:
  - A descriptive title (maximum 180 characters, including spaces and punctuation)
    - Track One proposal titles will begin "TEGP Program Track One: [Title…]".
    - Track Two proposal titles will begin "TEGP Program Track Two: [Title…]".
  - Research Compliance requirements (if applicable)
  - Up to five keywords describing the project
  - Names and contact information for all senior project personnel (PI and all co-PI's)
- **Project Summary page** (one page maximum) – Consist of the following sections:
  1. **Background** – this section should include a brief overview of the teaching/mentoring challenge to be addressed and a statement of the overall project goal or objective.
  2. **Project Objectives** – this section should include a listing of the main activities that will guide the project development and combine to achieve the overall project goal.
  3. **Expected Outcomes and Significance** – this 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, including figures) – The project description should include any figures and tables, and the following sections:
  - 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.
  - 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)
- **Applicant CV's** (3 pages maximum each) – required for each of the key project personnel. (Please ask the REO Office about setting up a SciENcv profile to help with your application)
- **Budget Request** (no page limit) – Using the attached budget form, itemize all project-related expenses. All estimates must be reasonable for the scope of work.
  - Unallowable Costs:
    - Faculty salary support may not be requested.
    - No Facility and Administrative (Indirect) costs should be budgeted.
  - Allowable Costs:
    - Undergraduate and graduate student hourly wage support within EHD is highly encouraged.
    - Travel (must be critical to the project)
    - Equipment Purchases
    - Materials and Supplies (tangible purchases)
    - Other Costs (non-tangible costs and professional services)
    - Costs to outside entities exceeding more than 50% of the total budget must be thoroughly justified.
  - *If you need assistance putting your budget together, the REO team is here to help.*
- **Budget Justification** (2 pages maximum) – Applicants must justify all project expenses in detail. An optional template is included with this RFP for the applicant's use.

Formatting Requirements
To ensure that special characters and formatting are accurately reproduced, we strongly recommend that PI's carefully examine all files that have been converted to pdf format prior to submission. All documents, with the exception of the Budget Request and the Biographical Sketches, should be adhere to the following formatting: paper size 8.5"x11", one-inch margins on all sides, single-spaced, font size 12-point, Times New Roman. All documents should be submitted in a single, merged pdf document.

Proposal Review Process
Proposals will be reviewed by a panel of faculty drawn from the departments from within the School of Education & Human Development. TEGP proposals should be written for an informed general academic audience and avoid field-specific jargon, acronyms, and terminology. To avoid any possible conflict of interest, or the appearance of a possible conflict of interest, members of the peer-review panel will not review proposals submitted by members of their own department.

Proposal Evaluative Criteria
Reviewers of EHD Teaching Excellence Grant Program (TEGP) proposals will consider the following in evaluating proposals and making recommendations for awards:

1) The potential for the proposed research project to accomplish two goals:
    I.   Result in the implementation of innovative, high-impact teaching methods that can be immediately and successfully integrated into instruction practice across EHD and result in significant improvements in the learning outcomes of the students taught by EHD faculty.
    II.   Result in significant outcomes that will vertically elevate the knowledge base and instructional practice of EHD 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 quality and professionalism of the proposal's construction, organization, writing, and presentation.
6) The potential of the proposed work to be leveraged into the submission of additional grant applications in the future.
7) The potential of publishing the findings of the projects in peer-reviewed articles.

Upon Selection
The EHD Teaching Excellence Grant Program (TEGP) reserves the right to award all, some, or none of the proposals submitted in response to this announcement. Award decisions will be released by the EHD Research Enterprise & Outreach (REO) office at the date stated in the Key Dates section of this RFP, including instructions on compliance requirements and fund disbursement. Failure of the investigator to fulfill compliance requirements and activate this grant within 6 months of the funding announcement will result in the award returning to the Dean's office. Those who receive an award should work with their departmental business office before making any commitment to expend TEGP funds. Expenses beyond the amount of the TEGP award will not be reimbursed. Any remaining funds at the end of the award period will be returned to the Dean's office. One no-cost-extension requested prior to the end of the 18-month award period may be granted, with adequate justification, for a maximum of one additional year.

Compliance
Studies involving the use of human subjects are required to have a determination letter from the TAMU Research Compliance offices. Proof of compliance approval is not required at the time of proposal submission. Upon selection for award, investigators will be responsible for submitting their proposals to the TAMU Research Compliance office (e.g., the IRB, IBC, or the IACUC). Applicants must submit a copy of all appropriate compliance approval documentation to the REO office before funding can be disbursed.

Expectations
New knowledge created as a result of EHD Teaching Excellence Grant Program (TEGP) funding should be disseminated through presentations to the EHD faculty and, if possible, through publication of results and outcomes in appropriate disciplinary journals and presentations at disciplinary conferences. Those who receive a TEGP award are required to submit a Final Project Report to EHD Research Enterprise & Outreach via InfoReady 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 the date stated in the Key

Dates section of this RFP. Individuals and teams who do not submit this report will not be eligible to participate in other EHD grant funding programs until the report has been received.

Questions should be directed to SEHDresearch@tamu.edu. The Education & Human Development Research Enterprise & Outreach Office team members are available to provide any assistance needed with the writing and submission of TEGP proposals.

Informational Sessions
A session entitled "Overview and Keys to Writing Successful Proposals" will be hosted by the Research Enterprise & Outreach (REO) office. Please check reo.tamu.edu for the session dates.

2024 TEGP BUDGET REQUEST

PI Name: _____

Project Period: _____ **(max 18 months, ending August 31, 2025)**

			Total
Student Workers:			
TBN – Hourly Graduate Student			
	Number of workers =		
	Hourly wage each = $		
	Total hours on project =		
	Total Salary	**$____**	
TBN – Hourly Undergraduate Student			
	Number of workers =		
	Hourly wage each = $		
	Total hours on project =		
	Total Salary	**$____**	
Total Student Worker Salaries			**$____**
Total Student Worker Benefits	at 10.9% fringe rate		**$____**
Travel:			
Travel: Domestic			
	[trip 1]	**$____**	
	[trip 2]	**$____**	
	Total Domestic Travel	**$____**	
Travel: International			
	[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: $_____