



Research Enterprise
& Outreach
EDUCATION AND HUMAN DEVELOPMENT

Teaching Excellence Grant Program – FY25

REQUEST FOR PROPOSALS

Introduction/Purpose

The Teaching Excellence Grant Program (TEGP), offered by the College of Education & Human Development (CEHD), provides grant funding designed to empower excellence in all aspects of teaching by CEHD faculty.

Grant Types

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

Track 1 TEGP Teaching and Innovation: Projects should focus on undergraduate and graduate student learning and educational needs (e.g. novel curriculum, pedagogy, innovative techniques/experiences, etc..). This track can collect evaluative data, but research is not a requirement.

Track 2 TEGP Discovery and Innovation: Projects will focus on undergraduate and graduate student learning and educational needs (e.g. novel curriculum, pedagogy, innovative techniques/experiences, etc..). **Additionally, a research component is required in this track including, but not limited to, the support of undergraduate research projects (e.g. Capstone and/or Cornerstone projects) and/or graduate student research projects.** For undergraduate research projects, potential submitters are encouraged to consult with CEHD Undergraduate Academic Affairs (contact Dr. Chris Cherry at chrischerry@tamu.edu) prior to submission.

Since the CEHD already supports study abroad/field trip programs and the Catapult Seed Grant program, all CEHD TEGP projects must be different from pending proposals or awarded proposals submitted to those programs.

If you need guidance as to which Track your project best fits, please consult with the CEHD REO office (cehdresearch@tamu.edu).

Eligibility

This program is open to all CEHD full-time faculty (100% nine-month FTE) who have not received a TEGP grant in the last five years.

- **Track 1 PI Eligibility:** The Principal Investigator must have an APT faculty rank. Co-Investigators may be any faculty rank.
- **Track 2 PI Eligibility:** The Principal Investigator may be T/TT or APT. Co-Investigators may be any faculty rank.
- A faculty member may not participate in more than one CEHD TEGP application, in any capacity. ***If a faculty member is listed on more than one proposal, all proposals on which they appear 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.

For additional guidance on PI and Co-I eligibility, please contact the CEHD REO office (cehdresearch@tamu.edu).

Award Limits

Track 1: The maximum award amount is \$15,000.

Track 2: The maximum award amount is \$30,000.

CEHD REO Office anticipates awarding a total of \$120,000 for TEGP FY2025.

Project Period

TEGP awards will be announced as per the Key Dates listed below. The project period will end August 31, 2026. If an awarded proposal has TAMU compliance office approval needs, those approvals must be in place prior to conducting the work and before August 31, 2025 or the fund will be returned to the Dean's office. Any funds remaining in the awardee's TEGP project account at the end of the project period must be returned to the College of Education & Human Development.

Key Dates

November 7, 2024	Release of RFP
January 31, 2025	Deadline for Proposal Submissions (11:59pm, CDT)
March 7, 2025	Awardees announced
August 31, 2025	Compliance documentation must be received and awards activated
August 31, 2026	End date of TEGP project funding (Check-in due in InfoReady)
December 31, 2027	Final Project Report due (in InfoReady)

Submission

All applications must be submitted as a single pdf document through the [TAMU-EHD InfoReady](https://tamuhd.infoready.com) submission portal (tamuhd.infoready.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 not be accepted.

Proposal Application Guidelines

The proposal will consist of the following required documents:

- **Cover Page** (one page maximum) – Must include the following information:
 - A descriptive title (maximum 81 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...]”.
 - Need for research compliance review (e.g. IRB, IACUC, Biosafety, etc...) (if applicable)
 - Up to four keywords describing the project
 - Names and contact information for all senior project personnel (PI and all co-PI’s)
 - A Project Abstract (250 words maximum); single-spaced
- **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 its potential impact of the successful completion of the project on student instructional outcomes.
 - State the specific objectives of the project.
 - Describe the work to be performed and the contributions of each member of the project team.
 - Describe 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 their work’s relevance to their education and the supervision planned for their participation.
 - Describe the anticipated outcome(s) of the project as they relate to the faculty involved, the various environments in which undergraduate and graduate instruction takes place, and broader impacts.
 - **Track 2 Discovery and Innovation requirement (Impact and Innovation):**

Proposals submitted to Track 2: Discovery and Innovation are required to discuss the proposed work’s impact and innovation.

 - *Impact:* The proposed research is expected to make an important and original contribution to advancing the understanding of the scientific question being posed.
 - *Innovation:* Research deemed innovative may represent a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other highly creative qualities. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies.
 - Provide a timeline of the project (*recommended in table/figure format*).
- **References Cited** (no page limit)

- **Biographical Sketches** (5 pages maximum each) – required for each of the key project personnel (PI and all co-PI's) and should contain the following:
 - Applicants may use either the [NIH](#)- or [NSF](#)-format Biosketch templates
 - Recent/pertinent publications and synergistic activities related to the proposed project. *The REO Office will assist you in setting up a [SciENcv](#) profile upon request to help create this form.*
- **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.
 - Course buyout is not allowed.
 - No Facility and Administrative (Indirect) costs should be budgeted.
 - Allowable Costs:
 - Undergraduate and graduate student hourly wage support within CEHD 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 in a narrative format. 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 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 qualified review panel. TEGP proposals should be written for an informed general academic audience and avoid field-specific jargon, acronyms, and terminology.

Proposal Evaluative Criteria

The members of the TEGP peer review panel will consider the following in evaluating proposals and making recommendations for awards:

Tracks 1 and 2:

- 1) The potential for the proposed 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 the CEHD and result in significant improvements in the learning outcomes of CEHD students.
 - II. Result in significant outcomes that will vertically elevate the knowledge base and instructional practice of CEHD faculty.
- 2) The potential for the project team to complete the proposed work on time and on budget.
- 3) The individual and/or combined experience and expertise of the research 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 of the proposal's writing and construction.

In addition to the above criteria, Track 2 Discovery and Innovation will also be evaluated on the below additional criteria:

- 1) The impact, innovation, and rigor of the research component.
- 2) The potential for publication or presentation of the project findings.

Scholarly Expectations

New knowledge created as a result of CEHD Teaching Excellence Grant Program (TEGP) funding should be disseminated through presentations to the CEHD faculty and, if possible, through publication of results and outcomes in appropriate disciplinary journals and presentations at disciplinary conferences.

Upon Selection

Awardees will be notified via email which will include instructions on compliance requirements and fund disbursement. Failure of the investigator to fulfill compliance requirements and activate this grant by the date stated in the Key Dates section of this RFP will result in forfeiture of the award. 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.

Compliance

Proof of compliance approval is not required at the time of proposal submission. If the proposed project involves research that is required to be reviewed and approved by 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 CEHD REO Office before funding can be disbursed.

Reporting

Awardees are required to submit a Final Project Report, using the InfoReady portal, detailing how the grant funds were used, the novel and innovative methods, approaches, strategies and/or technologies that were created and tested, and how project outcomes were disseminated. This report must be submitted no later than the date stated in the Key Dates section of this RFP. A reminder 60 days before this due date will be sent to PI's. PI's who do not submit this report will not be eligible to participate in future CEHD research funding programs.

Questions should be directed to CEHDresearch@tamu.edu. The Research Enterprise & Outreach Office is available to provide any assistance needed with the development of TEGP proposals.

Open Office Hours with REO

Faculty are welcome to stop by the CEHD Research Enterprise & Outreach office to discuss their research topics and proposal planning at any time. REO has open hours from 1:00 - 3:00 pm each Wednesday and notifies faculty Wednesday mornings when they will be in the following locations:

Harrington Tower, Suite 428
Gilchrist Building, Room 108

2025 TEGP BUDGET REQUEST

PI Name: _____

Project Period: _____ **(ending August 31, 2026)**

			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 Worker Salaries			\$ ____
Total Student Worker Benefits	at 3.0% 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 (equivalent to 3 calendar months). These student workers will be...

Standard Language: Fringe Benefits are calculated at the standard Texas A&M University rate of 3.0% 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: \$_____