Teaching Allocation Grant: Call for Proposals

Date: October 22nd, 2019
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 2019-2020

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.

The TAG Subcommittee aims to support new and innovative teaching and learning methods that support UNM’s diverse student population and 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. Winning proposals will clearly describe include describe:

a) how the project will enhance learning,
b) why the problem to be addressed is an important problem (how many students or instructors will benefit),
c) how the success of the project will be assessed,
d) how the results will be shared, sustained, or reproduced within the unit or beyond the unit to the larger UNM community or beyond UNM (e.g., with other higher-education institutions or through scholarly publication).

Proposals for the fall should be submitted by November 19, 2019. The TAG Subcommittee will review proposals and contact awardees by December 7, 2019.

A. General and Targeted Funding Opportunities

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

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

Targeted-Issue Projects: The Targeted Funding category has been initiated to encourage projects that address exigent needs at UNM. This year, to address UNM’s most pressing needs, we encourage and will give special consideration to proposals that develop new initiatives or enhance existing efforts that address one or more of the following targeted categories:

- Significant collaboration across units (staff-faculty, inter-department, inter-college, inter-branch, and inter-institution such as NM community colleges),
- Strengthening the General Education curriculum (teacher preparation, assessment, etc.),
- Undergraduate research, community engaged learning, or social justice pedagogy,
- Peer learning facilitators,
- Adobe Creative Cloud (undergraduate or graduate courses),
- Enhancing the teaching effectiveness of faculty from historically underrepresented groups,

1 See III. Criteria for Selection (page 4) for further details.
• Enhance the success of students from historically underrepresented groups, or
• Include budgets that include in-kind funding from their home units or other funding sources (to encourage local buy in and cost effectiveness).

B. Eligibility
Unlike previous years, this year we will consider proposals from faculty at UNM’s branch campuses. As in previous years proposals must originate from faculty who hold the rank of Lecturer, Assistant Professor, Associate Professor, or Professor.

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, 2020.

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 at the termination of the grant period (December 20, 2020). 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 to be funded on a future proposal, recipients must have filed a final report for all previous TAG grants. The award recipient agrees to being 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
Funds are awarded to complete the defined project only for 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 which might be construed by the TAG Subcommittee as altering 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.

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.

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**

**NB:** 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 whether you are applying for General or Targeted funding (for Targeted Issue project, include which targeted category or categories apply),
   - 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, the proposal should:
   - Explain the problem or question your project will investigate or attempt to solve, and make clear, if necessary, 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 must be included in the budget. State whether you will accept partial funding. Include a realistic timeline for your project. Please include justifications for items such as major equipment, personnel, and travel.

III. **Criteria for Selection**
   Successful proposals pursue innovations that further the TEC’s mission:²
   - We will use the following criteria to review all proposals:
   (the subpoints are meant to be descriptive, not prescriptive)

   **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?

---

² The Teaching Enhancement Committee’s charge can be found here: https://handbook.unm.edu/a61.18/
✓ 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 at UNM 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 and/or at UNM?

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 to HERE. Hardcopy submissions will not be accepted. You may contact the TEC Chair, Professor Chuck Paine at cpaine@unm.edu with any additional inquiries regarding the policies or selection criteria; please use this subject line: “TEC Grant Inquiry.” For questions related to the submission process, please contact CTE at cte@unm.edu.

__________________________