



## **FOR PROJECTS OR TRAVEL TO BE CONDUCTED DURING CALENDAR YEAR 2022**

The purpose of the Daniel F. Breeden Endowed Grant Program is to encourage enhancement of teaching and learning through financial support of selected projects. Projects or travel should directly benefit the instructor, students, and the University's overall teaching program. Approximately \$30,000 is available each academic year for awards. **Travel awards qualify for up to \$2,000 and other instructional projects may apply for up to \$4,000.**

**Applications are due by November 5, 2021.** Notifications of award are made **December 3, 2021** and funds are available **January 1, 2022**. Final reports are due by **March 31, 2023**. Awards are to be expended during one calendar year. An extension for a second year is possible under extenuating circumstances. The Breeden Endowed Grant Program is managed by the Biggio Center for the Enhancement of Teaching and Learning, and the grant review and selection panel is drawn from the University Senate Teaching Effectiveness Committee.

### **POLICIES**

#### **Eligibility:**

Tenured/tenure-track faculty from any discipline, or faculty from the Lecturer or Clinician title series with appointments continuing through academic year 2022-2023, may apply for a Breeden Endowed Grant. Contingent faculty (part-time, adjunct etc.) may apply as part of a collaborative effort with a faculty member from the group listed above (tenured/tenure-track, full time lecturer, full time clinician). **Preference will be given to early career, pre-tenured faculty.** Faculty who have been awarded a Breeden Endowed Grant within the last two years are eligible to apply, however their applications will receive lower priority than those from faculty who have not. Proposals for collaborative projects involving multiple faculty and departments are encouraged.

#### **Use of Funds:**

- Consulting and travel expenses to bring recognized experts in teaching and learning to Auburn University to conduct workshops are fundable.
- Travel expenses to participate in off-campus conferences (workshops or other programs), which promote excellent teaching and enhanced learning, are fundable.
- Instructional equipment, software, multimedia products, and other instructional supplies are fundable; however, the applicant is advised to clearly indicate how the items will affect teaching and learning.
- Supporting undergraduate/graduate student labor related to faculty scholarship on teaching and learning is encouraged; however, support for a graduate student's thesis or dissertation is NOT fundable.
- Faculty salaries (including summer term and release time) are NOT fundable.
- Funds CANNOT be used for activities that partially fulfill the requirements for a higher degree or for work not carried out during the applicant's teaching appointment at Auburn University.
- When publishing or presenting results of a project fully or partially funded by Daniel F. Breeden Grant funds, awardee must include a reference such as "project funded by Daniel F. Breeden grant funds".

#### **Disclosure of Other Sources of Funds:**

If the amount of funding to fully complete the project exceeds the Program limit of \$2,000 (**travel**) or \$4,000 (**instructional enhancement**) the project leader or traveler must disclose matching or supplemental funding sources. All applications for funds from other sources for the proposed project or travel must also be disclosed. (See the budget section below.)

#### **Final Report:**

Awardees must submit to the Biggio Center for the Enhancement of Teaching and Learning a final report of the project by completing the Final Report form found on the Biggio Center's Breeden Endowed Grant website. **The due date for final reports is March 31, 2023.**

#### **Dissemination:**

Awardees are strongly encouraged to share their work with colleagues at relevant events on campus and various Biggio Center events.

## APPLICATION PROCEDURE

Proposals are submitted via a Qualtrics survey. Applicants can choose to **either upload a PDF** (preferred option if using charts, figures or other images within document) **or submit via the form fields of the survey** (best for text only proposals). The survey can be saved and continued at a later date by using the same survey link. Submitted applications will receive a link that allows editing of the application until the listed due date.

The information below will be needed to fully complete the application.

- Documentation demonstrating approval from department chair in the form of an email, memo or other document
- An abstract of 100 words or less of the proposed project.
- A narrative description of the proposed project (no longer than five (5) pages if submitting a PDF). Preferred outlines for the narrative descriptions – project or travel – are provided with this RFP (see below).
- A brief (limited to two (2) pages) curriculum vita listing relevant publications, teaching, and curricular development experience for the applicant and co-applicants.

### APPLICATION DEADLINE:

Submit all documents via Qualtrics Survey no later than **November 5, 2021**

[https://auburn.qualtrics.com/jfe/form/SV\\_3ILBFWu4aeJbwyy](https://auburn.qualtrics.com/jfe/form/SV_3ILBFWu4aeJbwyy)

## PREFERRED OUTLINE FOR NARRATIVE DESCRIPTION – PROJECTS

### Instructional Merit

State the objectives of the proposed project in terms of its potential contributions to teaching and learning at Auburn University. Explain how the project will benefit you, your students (learning outcomes), and the University's overall teaching program. Indicate the number of students, and the specific course(s) that will be involved. Describe the relationship between the project objectives and the objectives of the course(s), and/or between the project and teaching and learning at Auburn University.

### Procedures and Timeline

Describe the procedures you will use to achieve the project objectives and provide a time-line for completing the project. The project should be conducted between January 1, 2022 and December 31, 2022.

### Assessment and Dissemination of Effectiveness

Discuss how you will evaluate the effectiveness of the project at achieving its objectives, and list the ways you will disseminate the results or outcomes of your project.

### Budget

Provide a detailed budget for the project with justifications for all expenditures. List expenditures by major category: salary and employee benefits (consult the Office of Contracts and Grants for rates), wages (number of hours and hourly rate), and expendable supplies and equipment (list items and/or categories and estimated costs). List any other sources of funds currently available and any other applications made for funds for the project.

## PREFERRED OUTLINE FOR NARRATIVE DESCRIPTION - TRAVEL

### Instructional Merit

State the objectives of the proposed travel in terms of its potential contributions to teaching and learning at Auburn University. Explain how the travel will benefit you, your students (learning outcomes), and the University's overall teaching program. Indicate the number of students, and the specific course(s) that will be involved. Describe the relationship between the travel and the objectives of the course(s), and/or between the travel and teaching and learning at Auburn University.

### Timeline

Provide travel dates. Travel should be made between January 1, 2022 and December 31, 2022.

### Assessment and Dissemination of Effectiveness

Discuss how you will evaluate the effectiveness of the travel at achieving the stated objectives, and list ways you will disseminate the benefits of your travel.

### Budget

Provide a detailed budget for the travel. Justify all expenditures. List expenditures by major category: transportation, lodging, meals, registrations, incidentals, other. List any other sources of funds currently available for the travel and any other applications made for funds for the travel.