



*For the Enhancement of Teaching and Learning*

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## THE DANIEL F. BREEDEN ENDOWED GRANT PROGRAM REQUEST FOR PROPOSALS

[http://www.auburn.edu/academic/other/biggio/programs/for\\_faculty/breeden/](http://www.auburn.edu/academic/other/biggio/programs/for_faculty/breeden/)

### FOR PROJECTS OR TRAVEL TO BE CONDUCTED DURING ACADEMIC YEAR 2012-2013

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 March 1st.** Notifications to awardees are made in April and funds are available in May. Final reports are due by August following the award year. Customarily, awards are to be expended during one academic 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 2012-2013, may apply for a Breeden Endowed Grant. **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. Auburn University-Montgomery faculty in collaborative, shared, or joint programs may apply if the project enhances instruction on the Auburn University campus.

#### 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 graduate student labor on faculty research 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 which partially fulfill the requirements for a higher degree or for work not carried out during the applicant's teaching appointment at Auburn University.

#### 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 Form DFB 600 (available from the Biggio Center). **The due date for FINAL REPORTS for projects is August 31<sup>st</sup> of the year the project is completed.**

**Dissemination:** Awardees are strongly encouraged to share their work with colleagues at relevant events on campus.

## APPLICATION PROCEDURE

Submit a **single PDF document** including all the following. Incomplete applications will **not** be considered for funding.

- Application Form/Cover Page (provided with this RFP). Sign, scan and attach to PDF.
- An abstract of 100 words or less of the proposed project.
- A narrative description of the proposed project (no longer than five (5) pages). 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 application documents via the link at <http://bit.ly/fCexuN> no later than **4:45 PM on March 1st, 2012**.

## 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 May 1, 2012 and April 30, 2013.

### 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 May 1, 2012 and April 30, 2013.

### 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.

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### For more information contact:

THE BIGGIO CENTER FOR THE ENHANCEMENT OF TEACHING AND LEARNING  
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# THE DANIEL F. BREEDEN ENDOWED GRANT PROGRAM APPLICATION FORM/COVER PAGE

FOR PROJECTS OR TRAVEL TO BE CONDUCTED DURING ACADEMIC YEAR 2012-2013

APPLICATION DEADLINE: **MARCH 1st, 2012**  
NOTIFICATIONS TO AWARDEES: **APRIL 2012**  
FUNDS AVAILABLE: **MAY 2012**  
FINAL REPORTS DUE: **AUGUST 31<sup>st</sup>, 2013**

Project Leader or Traveler \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Number Years Completed on Auburn Faculty \_\_\_\_\_

Department \_\_\_\_\_ College/School \_\_\_\_\_

Office Address \_\_\_\_\_ Office Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Travel grant      or       Instructional Enhancement

Co-Project Leaders or Travelers (Name, Rank, Department)

\_\_\_\_\_  
\_\_\_\_\_

Project Title or Travel Descriptor \_\_\_\_\_

\_\_\_\_\_

Total Amount Requested \_\_\_\_\_ Intended Project Start/End Dates or Travel Dates \_\_\_\_\_

Dates of Your Previous Breeden Endowed Grants \_\_\_\_\_

Department Head (or Supervisor) Approval:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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## THE BIGGIO CENTER FOR THE ENHANCEMENT OF TEACHING AND LEARNING

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