

Introductory Note:

The AFTL Bylaws call on the Executive Committee to "oversee grant application and disbursement of funding." In order to avoid a conflict of interest EC members who submit proposals may need to recuse themselves from recommendations involving applications that compete with their own. In order to expedite the review of proposals, AFTL members who do not submit proposals are invited to volunteer to serve as needed in the review, subject to approval by the Executive Committee. Please contact Amy.Pettigrew@uc.edu if willing to assist in a review.

AFTL Funding RFP Opportunities:

The AFTL Executive Committee has approved the following RFPs within the framework of our UC|21 funding; proposals may be submitted throughout the year, and will be considered by the Executive Committee at their next scheduled meeting:

- 1) Funding for conference travel, outside speakers, support for SoTL projects, and campus workshops, up to \$25,000 per fiscal year, or to the limits of funding available.**
 - (i) Conference travel awards are capped at \$1,000. Participation should have direct relevance to AFTL purpose and activities -- to scholarly teaching, or to the Scholarship of Teaching & Learning. Fellows seeking funding for such purposes should provide no more than a two-page statement of justification including a preliminary budget. Applications should also indicate other potential sources of funding such as the Faculty Development Council, the University Research Council, etc. Successful applicants will be expected to give a brief oral presentation to the AFTL membership at an appropriately announced monthly or quarterly meeting during the academic year in which the travel was taken.
 - ii) In the case of on-campus speakers or workshops, proposals should provide information about expected costs for honoraria, travel, and lodging as well as other potential sources of funding from campus organizations or offices that might co-sponsor a speaker or an event.

Strong preference for funding of external speakers will be given to proposals linking such visits to projects involving Center Scholars. (See below for further information about this funding category.)

iii) Research support for faculty who are conducting SoTL projects, such as hiring undergraduate student assistants for data entry or other clerical functions necessary to advance such projects.

2) \$20,000 for up to three CET&L Scholars (“Center Scholars”) for special projects.

Two or three Fellows may have:

i) up to \$7,000 for course releases during the academic year, or

ii) full time summer 2008 stipends of up to \$6,500.

As provided in the UC|21 Special Grant, Center Scholars will both draw on and contribute to CET&L resources, confer with AFTL members, consult others at UC engaged in improving instruction and training graduate assistants, and study higher education pedagogy initiatives at comparable universities in order to make concrete recommendations

- 1) *to increase the quality of student learning throughout UC, and/or*
- 2) *to improve the quality of classroom training that UC provides to graduate teaching assistants*

Center Scholars’ recommendations would help generate SoTL projects promoting collaboration with non-AFTL faculty to help bridge the current gap between teaching and research/scholarship through curriculum review and course development, including innovations in classroom pedagogy.

Fellows seeking funds as Center Scholars should provide no more than a three-page statement of justification, a preliminary budget, and a time frame for undertaking and completing this project. Justifications should clearly indicate the theoretical and conceptual framework for this project, the planned methods and approaches, and the expected outcomes.

Applications should also indicate other potential sources of funding (such as the Faculty Development Council, the University Research Council, etc.) In the case of summer stipends, the award recipient would be expected not to have other duties such as summer teaching.

Joint Proposals

Proposals are encouraged from pairs or teams of Fellows and from individuals seeking two grants that might link a CET&L project to conference travel or a visiting speaker/campus workshop. For instance, a Fellow might propose an external speaker who would come to campus for a spring workshop, in conjunction with a CET&L project related to the visitor's expertise. Or a Fellow might attend a conference and then serve as a Center Scholar working in the area addressed by the conference. The Executive Council has encouraged the Program Committee to arrange for a Friday evening guest lecture in conjunction with a late April AFTL dinner lecture followed by a Saturday pedagogy workshop conducted by the guest.

Guidelines for submitting a Proposal

Send as an email attachment in Word or PDF format to Wayne.Hall@uc.edu

Reimbursement Procedures

The following guidelines are copied and modified from the Taft Research Center web site and are included here as useful for AFTL procedures to be implemented by the Provost's Office:

Reimbursement Procedures

The following procedures should be followed in order to insure reimbursement of research expenses:

- As you will be required to present receipts to obtain payment, please be sure to obtain receipts. If you are using an e-ticket for air travel, please request a receipt from the airline which clearly indicates the travel points and dates, and the fare. When in doubt, request a paper ticket.

Upon Return: The grant recipient should complete an expense envelope (A113 for travel expenses) or Request for Payment (A114 for non-travel expenses). Relevant receipts should be enclosed. The envelope should be sent to Wayne Hall at mail loc 0631 **no later than three months following the completion of your project.** Please note that:

- Original receipts (**including the boarding stub from your plane ticket**) must be included in the envelope. **ALL** receipts for any expenses pre-paid by the university must be included.
- The total expenses claimed cannot be more than authorized.

- The expense envelope must be sent to Wayne for processing and signature, even if other campus agencies are also funding the travel and or research. Department level processing to reimburse using department funds should be completed first and A113/A114 should then be sent to Wayne Hall.