

## Samuel H. and Patricia W. Smith Teaching and Learning Endowment

### Request for Proposals February 2008

The Office of Undergraduate Education is soliciting proposals for grants up to \$5,000 for innovative ideas that enhance teaching and learning at WSU. Proposals from individual faculty members, faculty groups, and departments or programs are invited. Projects may range from efforts by an individual faculty member to revise an existing course to a department-wide update of the undergraduate curriculum.

Applications are due **March 21, 2008**. Up to 8 grants of a maximum of \$5,000 each will be awarded. It is expected the evaluation process will allow for the notification of recipients prior to April 30, 2008.

**Background:** The Samuel H. and Patricia W. Smith Teaching and Learning Endowment was established on the occasion of President Smith's retirement in 2000. The fund's stated purpose is to "recognize and reward innovative ideas to enhance learning and teaching at WSU."

By funding projects that can serve as models to other faculty at WSU and nationally, the endowment seeks to increase WSU's capacity to engage in continuous improvement of its educational programs.

#### Proposal Format

##### A. Cover Sheet

Each proposal should include a **cover sheet** that includes the title, academic unit, participating faculty/staff members, and project leader's contact information. The title should briefly and accurately describe the nature of the project.

##### B. Project Rationale/Description: 2-3 pages

Provide a brief overview of the project, including its scope and impact, and how it represents a new approach to teaching and learning. Questions to consider: What teaching and learning challenge, problem, or issue does this project help address? Does this project address issues raised by assessment of student learning? How will student learning be improved by this project? How many students will benefit from the project? If a specific course revision is proposed, how frequently will the course be offered? How might the innovation be extended to other faculty or disciplines? Will the curriculum change as a result of evidence gained from this project? If this is part of a multi-year or multi-phase process, please note that as well. How will the achievements of the project be sustained beyond the funding provided by the grant? How will the results of this effort be shared with the WSU community, particularly units within your unit/college? Is this project a direct result of an external review or internal review/self study?

**C. Budget and Commitments:**

Provide a budget summarizing expected project expenditures. Experience from other grant programs indicates that matching funds from other sources have proved very effective in aiding project success.

**D. Endorsements:**

Proposals should include a letter of support and commitment from the responsible chair. Chairs are in a position to provide recommendations that will assist the evaluation panel in allocating resources from the funding available.

**E. Submission:**

An electronic copy should be forwarded to the Office of Undergraduate Education: [oue@wsu.edu](mailto:oue@wsu.edu).

**F. Evaluation:**

Proposals will be reviewed by a panel that includes faculty, a dean, and representatives of teaching improvement units. In evaluating proposals, the panel will consider their relative merits for improving teaching and learning. **Proposals are more likely to receive favorable consideration if they reflect a clear statement of instructional purpose, the potential to improve instruction for a substantial number of students, non-routine and essential course development features, and budget projections that are strategic and reasonable.** Applicants may be asked to provide additional information beyond that which was submitted in the proposal. The evaluation panel will make recommendations to the Vice Provost for Undergraduate Education.

**G. Funding:**

Funds will be deposited to 17A accounts in the departments of award recipients.

**H. Reporting:**

A final project report will be due no later than March 15, 2009.

**More Information:** For more information, contact Ken Vreeland, Special Assistant to the Provost and Executive Vice President, [vreeland@wsu.edu](mailto:vreeland@wsu.edu) or 5-5581 or Mary Wack, Vice Provost for Undergraduate Education, [mwack@wsu.edu](mailto:mwack@wsu.edu) or 5-8044.