

**GUIDELINES FOR  
INSTRUCTIONAL EVALUATION & DEVELOPMENT GRANTS**

1. The Instructional Evaluation and Development Committee awards grants for projects related to assessment and improvement of instruction effectiveness. Funding consideration is based on the following guidelines.

Funding is to be awarded only to applicants who adequately:

- (1) demonstrate that such funds will be used to make course instruction better or more effective in terms of meeting instructional objectives, or
- (2) assess the effectiveness of a course or program of instruction.

More specifically, careful consideration will be given to proposals directed at one or more of the following goals:

- A. Support procedures that could significantly affect existing courses;
- B. Have the potential of reaching large number of students;
- C. Offer a more flexible approach to instruction that is better adapted to individual capacities and needs of students;
- D. Enable the applicant to revise, update, and implement materials for an existing course;
- E. Allow the applicant to develop new course materials designed to improve classroom instruction;
- F. Expand and improve instructor skills and knowledge related to student evaluation, testing, and grading procedures; or
- G. Evaluate the effectiveness of a specific course or program and provide a basis for improvement.

Funding is limited to activities described above. **It is necessary that the applicant clearly specify how the proposed project will meet the requirements outlined above.** Grant funds are designed primarily to foster teaching innovation and/or evaluation. They are not designed to supplement departmental budgets for routine instructional activities. Thus, travel and equipment will be funded only if they are essential components of a larger plan of instructional improvement or evaluation.

2. To receive grant funds, the applicants must be a tenured or tenure-track, full time MTSU teaching faculty member.

3. To avoid potential conflict with other committees, applicants must clearly reflect instructional evaluation or instructional development. Projects primarily designed to broaden an instructor's base of knowledge, to conduct research, or replace existing resources should be addressed to other committees or budgetary resources.
4. Grant applications must be submitted on the current form, which may be obtained from the Office of the University Provost or department chairs or online at <http://www.mtsu.edu/provost/awards.shtml> . The original completed application printed on one side only should be submitted to the Office of the Vice Provost, CAB 111 by 4:00 PM on the submission deadline date. An electronic version as a Word document or pdf. file should be attached to an email and sent to Janice Lewis, Coordinator for Academic Affairs at [jlewis@mtsu.edu](mailto:jlewis@mtsu.edu) by the deadline date.
5. Grant applications will be reviewed by the Instructional Evaluation and Development Committee. Committee decisions are subject to approval by the Vice Provost for Academic Affairs.
6. If possible funding should be used within the current fiscal year; money not used during the year could be lost. Carry-over funding may not be approved for the next year's budget.
7. Faculty members receiving an Instructional Evaluation and Development Grant are expected to submit a progress report at the completion of the funded project. If the project is still in progress at the end of the budget year, an interim report should also be submitted. These reports should describe the results of the project and assess its effects and implications. All reports are to be submitted to the Vice Provost for Academic Affairs with a copy to the chair of the IEDC. These reports may be submitted by email. **Submission of a final report is a prerequisite to consideration of subsequent grants.**
8. Please be aware that the use of all funding (including travel funding) must meet Tennessee Board of Regents guidelines.
9. Grants are not typically intended to provide salaries for teaching summer courses or to fund release time. Salaries for teaching summer courses or release time will be funded only if they are essential components of a larger plan of instructional improvement or evaluation.
10. It is highly encouraged that grant applications include financial support (approximately 25% or more) from the member's department and/or other sources. Grant applications that include such financial support will receive a more favorable review.
11. Preference will be given to applicants who have not previously received funds from this committee within the past two years.
12. Department funding must be itemized and specific to this project.

14. An Institutional Review Board (IRB) approval letter should be submitted with the application where appropriate.
15. If the funded project results in publication, support by the IEDC should be acknowledged in that publication as follows: “Financial support was provided by the Instructional Evaluation and Development Committee of Middle Tennessee State University”.



BUDGET:

I have received funds from this committee within the last one or two years.  
 (Check one.)      \_\_\_\_\_ No      \_\_\_\_\_ Yes (Academic Year: \_\_\_\_\_)

	<u>Committee Amount</u>	<u>Department Amount</u>	Amount from Other Source (specify)
A. <u>Salaries</u> (itemized)	_____	_____	_____
B. <u>Travel</u> (itemized)	_____	_____	_____
C. <u>Equipment</u> (itemized)	_____	_____	_____
D. <u>Supplies and Expense</u>	_____	_____	_____
1. Telephone	_____	_____	_____
2. Postage	_____	_____	_____
3. Print/duplicating	_____	_____	_____
4. Art and office supplies	_____	_____	_____
5. Media production	_____	_____	_____
6. Instructional materials and software	_____	_____	_____
7. Rental of equipment	_____	_____	_____
8. Other (itemize)	_____	_____	_____
E. <u>Miscellaneous</u> (Please explain.)	+ _____	+ _____	_____
<b>Total Funds Requested</b> (A+B+C+D+E)	_____	_____	_____

F. Explanations (where appropriate) of budgeted items shown above.

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G. Instructional Materials and software should have individual items listed and cost/item listed and documented where possible.

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**Signatures of Approval**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

Total Funds Authorized: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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Chair, Instructional Evaluation & Development Committee

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Vice Provost for Academic Affairs