Tips for a successful submission of your application

1. **Curriculum Vitae**
   a. Two typed pages, or less
   b. Focus on your work regarding Teaching and Learning: professional development you provided or attended, grants, research, etc.
   c. If space is available, include select discipline specific work that impacted your teaching or student learning significantly.

2. **Interest Statement & Qualifications**
   a. 1 page max
   b. Include why you want to be a part of this year long program
   c. Describe how you (or others) will benefit from your participation

3. **Description of your teaching & learning project**
   a. 1 page max, includes reference(s)
   b. Use the following headings when submitting your project description.
      i. Purpose of Project/Study
      ii. Research Question in Measurable Terms (write it in the form of a question, and make the project or study measurable.
      iii. Study Design (ie: Qualitative or Quantitative study, what tool will you use, etc.)
      iv. Assessment of project/study (ie: Pre and Post test, student data, open ended questions, focus groups, etc.)
      v. Reference(s), at least one
   c. Contact CETL for suggestions or assistance with any sections

4. **Reference letter**
   a. 1 page max
   b. Ask your Chair, Dean, Administrator or other leader to write you a letter of support
   c. Share the four criteria from the attached table with your letter writer

5. **Submit your completed application to CETL by the due date.**