

Tips for a successful submission of your grant 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. Narrative

- a. 5 pages max, includes reference(s)
- b. Use the following headings when submitting your project description narrative.
 - i. Purpose of Project/Study (why this project?)
 - 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
 - vi. Student(s) role in the process (specifically what will the student(s) be doing)
 - vii. Faculty role in the process (specifically, how will the faculty mentor the student(s) and what additional roles will they fulfill)
 - viii. Plan for dissemination of the results (Cerca, OPID, NCUR, state organization, CETL presentation, etc.)
- c. Optional: Contact CETL for a consultation before the due date

If a joint project between two faculty is proposed, only one application is needed, include both CV's

3. Submit your completed Eform to CETL by the deadline.