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.