

GRANT REQUEST FORM (Spring 2011)

PURPOSE: to support holistic student learning through curricular and co-curricular partnerships.

GRANT AMOUNTS:

- \$100-\$500 grants available;
- limit \$500 total per “curricular/co-curricular collaborative team” per academic year;
- ongoing grant application process until funding exhausted beginning April 1, 2011, and ending June 1, 2011 (\$2500 total limit for FY11: 2010-2011).

GRANT REQUIREMENTS:

The criteria for the grant application include:

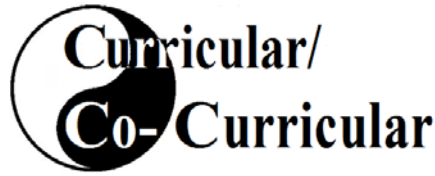
- A clear understanding of how the proposed event is linked to curricular and co-curricular learning (e.g. a partnership between an instructor and a student organization to host an on campus learning event; a partnership between in classroom and out-of-classroom learning between applicant teams);
- Each grant will involve a collaborative team of curricular/co-curricular partners: meaning more than one person involved in the grant design; we will specifically look for curricular and co-curricular partnerships;
- Each grant should provide a specific learning opportunity or activity for students, with objectives and outcomes specified and the assessment process being used to determine if outcomes were met;
- Each grant team will be expected to write a short three paragraph summary of event, objectives, attendance, outcomes attained via assessment and next planned event (if exists);
- The limit is \$500 (total sum) during the academic year to any single “application team” (meaning a member of curricular community and a member of the co-curricular community) on campus. We anticipate that there will be situations where the same person forms different collaborative teams with different people so the key unit is the “application team” not repeating;
- The grant application should specify the classroom and out-of-classroom link in the education experience (e.g. what course or curriculum is the event

tied to and how? how will the co-curricular event be linked to specific in-classroom experiences);

- There will be an ongoing grant application process until June 1, 2011 or funding is exhausted up to \$2500 total (that could be five projects if funded at the maximum of \$500 per application) ;
- All events must occur prior to June 15, 2011, so that funding is within this fiscal year. Any Purchase Requisitions for approved grant purchases must be made and submitted for payment to the UW-Superior Business Office by May 6th, 2011, to comply with fiscal year end purchasing deadlines. All other purchases must be made and submitted for CETL payment approval by June 10, 2011, to ensure inclusion in year-end fiscal expenses.

In exchange for this grant support, educators are expected to:

- Provide documentation via poster or other documentation of event occurring;
- Provide photos for use within CETL for publicity, webpage documentation or other public information purposes;
- Each grant team will be expected to write a short three paragraph summary of event, objectives, attendance, outcomes attained via assessment and next planned event (if exists);
- Comply with all forms and procedures established by CETL for proper reimbursement; requested reimbursement items must comply with university rules and regulations for reimbursement with proper receipts and pre-clearance through Emily Levings in CETL;
- All CETL Grant Recipients must be willing to present their insights/findings at a CETL Brown Bag Series in same academic year or the following academic year after receipt of grant. You must also consent to having your grant project featured in CETL publicity or documentation of grant program materials.



GRANT PROPOSAL FORM

Applicants must complete fully, obtain necessary signatures and submit to CETL in McCaskill 124 or to cetl@uwsuper.edu

“Curricular/Co-Curricular Team”: Names, Titles, Department or Unit:

Has either member of this “curricular/co-curricular collaborative team” previously received a CETL Curricular or Co-Curricular Grant? _____
CETL Discipline Conference Grant? _____

If yes, when? _____ ;

for which event? _____

Describe event proposed:

Describe how event links curricular and co-curricular student learning:

Specify at least two objectives in student learning for the activity/event:

How will you measure student learning at this event? Please describe:

Budget: State what expenses the grant would be used for: if food, must comply with university food policy; if supplies or other materials, must be reimbursable materials; if speakers, must comply with university procedures; etc.

Total CETL Curricular/Co-Curricular Grant Request (\$100-\$500): _____

All CETL Grant recipients must agree to present their insights/findings at a CETL Brown Bag Series. All recipients must complete a three paragraph final summary to CETL about event and outcomes attained. Documentation of the event via poster/photos must be provided with summary report.

I agree to these requirements. _____

_____ (Applicants' signatures)
Date

Vice Chancellor for Campus Life Signature Date

CETL Director Signature Date

Return completed CETL Curricular/Co-Curricular Grant Proposal Form to:
CETL Office, McCaskill 124, UW-Superior
PO Box 2000, Superior, WI 54880