

TEACHING/LEARNING EXPENSE GRANT APPLICATION PROCESS

Applicants should submit the following:

I. Cover Sheet

An [application cover sheet](#) is required with each submission. Please note that, if you are proposing to purchase any software with funds from a CELT grant, you must include the name (including any version number) on the cover sheet. You must also have the cover sheet signed by IT before you submit your grant proposal to the Provost. You can obtain IT approval from the Chief Information Officer, whose office is in the CCLIR.

II. Abstract

An abstract of proposed use of funds (typed, not to exceed 100 words).

III. Project Description

Applicants will briefly describe the project they envision, with enough detail to provide a clear picture of the project but without technical or specialized description which would obscure the description's clarity. Applicants should give special attention to the following:

- The purpose of the project - what are the objectives? What theoretical framework, if any, underlies the project?
- The plan of work - what is the timetable for the work? What special tasks or processes will be involved?
- Anticipated results - if all goes as expected, what can be the expected outcome of the project, and how will it enhance teaching or learning?

IV. Budget

A brief, but specific, statement of how the grant will be spent (i.e., equipment, materials, travel, etc.).

Deadline for Applications and Date of Award

For fall semester awards, applications must be submitted to the Provost's Office by October 15; awards will be announced and funds granted by December 1.

For spring semester awards, applications must be submitted to the Provost's Office by January 15; awards will be announced and funds granted by March 1.

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