

St. Lawrence University  
Center for Teaching and Learning  
**Instructional Minigrant Program**

(Full-time Tenure and Tenure-Track faculty members are eligible to submit proposals for teaching grants.)

The **Instructional Minigrant Program** seeks to support teaching by making funds available for activities that go beyond the routine responsibilities of St. Lawrence faculty members, especially those that fall outside of a department's or program's operating budget. Instructional Minigrants provide quick access to modest funds (maximum \$500) for small-scale projects. Funds may be used to revise aspects, strategies, or procedures of current courses, develop new courses, as assess curricular needs. Any questions about proposals can be directed to the CTL. (x5981).

**RESTRICTIONS**—an Instructional Minigrant can **not** be used to

- Supplement regular departmental supplies and instructional resources for courses
- Hire faculty members or pay faculty summer salaries
- Purchase, repair or replace major equipment or technology
- Pay honoraria in excess of \$100 per guest speaker
- Fund conference registration fees or conference travel
- Cover food and entertainment expenses (for on-campus meetings, workshops or conferences)

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Course Info (Title and Number):** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Dates of Project:** \_\_\_\_\_

**Please send this cover sheet and the following information by email as a Word attachment to [ctl@stlawu.edu](mailto:ctl@stlawu.edu):**

1. **Project description and rationale:** What is it you plan to do, how do you plan to go about it and what is the money to be used for? Describe how this activity will improve your teaching and/or the curriculum.
2. **Proposed Budget:** Applicants are responsible for accurately estimating the cost of materials and expenses necessary for the proposed project.
3. **Brief description:** How you might share the pedagogical impact of this project through a CTL sponsored Shop Talk or IT program.
4. **Impact of Grant:** Funded applicants are expected to submit a one-page report reflecting on the results and pedagogical or curricular impact of their projects.

**Total amount requested:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

**CTL Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total amount approved:** \_\_\_\_\_

**Final report received:** \_\_\_\_\_