

St. Lawrence University  
Center for Teaching and Learning  
**Technology for Teaching Grant Proposal**

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

Technology for Teaching grants are designed to infuse technology-enhanced pedagogy into the university curriculum. Intended to serve both experts and newcomers to technology, the grants help faculty members explore, develop, and support technology-related strategies and curricula. Examples include, but are not limited to: workshop attendance, course-specific software or hardware, using trained student assistants to enhance technology-orientated teaching, or travel to a technology and teaching conference. Any questions about proposals can be directed to the CTL.(x5981)

Both small grant proposals (\$500 or less) and large grant proposals (\$501 to \$1500) are reviewed on an ongoing basis. All proposals will be reviewed by a committee of faculty and IT staff. Larger grants are limited to one every other year, and requests for travel will be approved only if the applicant's regular pedagogy travel fund has been exhausted.

**Grant Criteria:**

1. Before submitting this application, faculty members consulted with IT to check on the university's standard solution or service agreements on particular technologies and software. Expectations for implementation and support are clearly outlined and agreed upon.
2. **In order to secure technology support for your project, a Purchase Order for technology and other equipment must be processed by April 30 (for the Fall semester) and October 30<sup>th</sup> (for the Spring semester).**
3. The project represents an innovative use of technology to enhance teaching, or changing technological need related to past innovations.
4. The project represents a new pedagogical direction for the instructor or the course. We particularly encourage projects that involve students in collaborative research and instructional roles.
5. The project exhibits a demonstrable connection to institutional or departmental curricular goals.
6. The project's outcome represents a new application of technology to the course(s) involved.
7. A final report summarizing the project must be submitted by June 15<sup>th</sup> of the academic year in which the funding was received.

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

**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) or via campus mail:

- Project description and specific goals with respect to enhancing teaching
- Itemized list of resources and expenditures needed for project
- Student support responsibilities (if applicable)
- Brief description of how you might share the pedagogical impact of this project through a CTL sponsored Shop Talk or IT program

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

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

**OFFICE USE ONLY:**

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

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

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