Teaching Beyond the Classroom (TBC) Grants provide funding to faculty in support of cultural excursions and academic experiences aimed at enhancing teaching and student learning beyond the classroom. There are three types of grants: TBC Small Interim Grants, TBC Mid-Size Grants, and TBC Major Grants.

**Who is eligible?** All College of Arts and Letters **faculty**, including adjuncts and visitors, are eligible to apply for a Teaching Beyond the Classroom Interim Grant for their **undergraduate classes**. Mid-size and Major TBC grants are open only to all **regular (full-time T&R and SPF) faculty** in the College.

Graduate Students are not eligible for these grants, even if they teach their own section of a class, unless they hold adjunct **faculty status.** However, Graduate Students teaching undergraduate classes are eligible for tickets to on-campus performances, if they wish their students to participate.

***Teaching Beyond the Classroom Graduate Student Grant***

Tickets will be purchased at the student group discount rate, directly between the Graduate Student teaching and DeBartolo Performing Arts. The Teaching Beyond the Classroom Graduate Students Form needs to be filled out in its entirety, including a clear explanation of the ways this will help advance learning beyond the classroom. The online application can be found at this URL:

<https://docs.google.com/spreadsheet/viewform?formkey=dHNWR1N2WHR0UUJ0N0ZPWWptSkNvV2c6MQ>

In addition, a detailed proposal and budget should be emailed to Brenda Teshka at [teshka.1@nd.edu](mailto:teshka.1@nd.edu).

Once the Teaching Beyond the Classroom Graduate Student application has been approved by the Dean, the professor will be notified. It is the professor’s responsibility to make arrangements with DPAC for the number of tickets and seating arrangements. The professor will need to tell DPAC to call Brenda Teshka (631-9468) to obtain the FOAPAL number for the ticket purchase.

***Teaching Beyond the Classroom Small Interim Faculty Grant***

Teaching Beyond the Classroom Small Interim Grants provide funding up to $1,500 for activities aimed at enhancing teaching and student learning beyond the classroom. Examples of such activities include: taking students to a play, film, opera, or other cultural event located on campus, in the South Bend community, or within a relatively short distance of campus; inviting an outside speaker to address primarily undergraduate students (within a course or within a specific department); inviting undergraduate students to accompany the professor to an academic conference (at which the students are not speakers); or hosting large-scale events (such as festivals) for A&L undergraduate students. Individual regular teaching faculty may apply for up to four separate grants (but only one per course) during the academic year provided that the total funding requested does not exceed **$1,500 annually**. Additionally, department chairs, directors of undergraduate studies, and the like may make one application per year for large-scale events not tied to a single course. Proposals are reviewed on a rolling basis throughout the year.

Faculty should submit the online grant application through this URL:

<https://docs.google.com/spreadsheet/viewform?formkey=dFFyMkg3TFpRdDN1T1g3Z1JndkpMc2c6MQ>;

Once the online application is submitted, a **proposal of no more than 500-words**, providing a description of the proposed event, cultural excursion, or other activity and a clear explanation of the ways this will help advance learning beyond the classroom and an **itemized budget** for expenses needs to be submitted to Brenda Teshka at [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu). When necessary, please provide **proof of compliance** with the Office of Risk Management and Safety – e.g., liability waivers, campus-issued driver certifications for faculty and staff transporting students in personal or University-owned vehicles, and the like. Contact the Office of Risk Management at 631-5037 and ask for a waiver and release of liability form or visit <http://riskmanagement.nd.edu/>.

1. After the grant is awarded, the funds will be transferred directly into the awardee’s discretionary account, or account of their choice. The awardee will have 30 days after the event to supply receipts for expenditures. Any excess will be transferred back into the grant account. If the awardee fails to supply receipts within 30 days, the full grant award will be transferred back into the Teaching Beyond the Classroom account.
2. If the awardee is not able to use personal funds to secure third-party vendors such as guest speakers, Chicago Art Museum, etc., arrangements should be made through the Undergraduate Studies office to pay by Notre Dame Accounts Payable, within 30 days before or after the event. Please make these arrangements with Brenda Teshka (631-9468) or [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu), prior to securing your third party vendor so that funds transferred into your discretionary account can be reduced by this amount.
3. Tickets from a Notre Dame vendor (DeBartolo Performing Arts, etc.) will be arranged by the awardee and the Undergraduate Studies office will supply the DeBartolo Performing Arts with the grant account number.

***Teaching Beyond the Classroom Mid-Size Faculty Grants***

Teaching Beyond the Classroom Mid-Size Grants provide funding up to $5,000 for activities aimed at enhancing teaching and undergraduate student learning beyond the classroom. Examples of such activities suitable for the Mid-Size Grant include: taking students to a play, film, opera, or other cultural event located at a distance for which overnight accommodations would generally be needed.

Please note that the class must be **in progress** at the time of the proposed project to ensure that it is maximally beneficial to all students in the class, even those who choose not to participate in the activity itself. More specifically, we do not fund projects that are planned to occur during winter or summer break periods as follow-up or anticipatory activities to a class. We also do not fund projects which can be construed as essentially student research projects for which students are eligible to receive their own research funding. Finally, we will not fund activities for which students must miss other classes.

Deadlines for proposals will be the Monday after fall break (for a spring semester grant) and the Monday after spring break (for a fall semester grant). Grants are open **only to all regular faculty (full-time T&R and SPF faculty) in the College of Arts and Letters** but funding is limited to a maximum of one mid-size grant per year and projects will normally not be funded two years in a row. These grants will be awarded on a competitive basis and the College will fund only two-three each semester. Proposals will be vetted by a faculty committee that includes the Associate Dean for Undergraduate Studies.

To apply for this award, an online application needs to be completed which can be found at this URL:

<https://docs.google.com/spreadsheet/viewform?formkey=dG9wR2YwZ1FvbzVRdzZvSnNqTU1Zb0E6MQ>

Faculty should then submit an **abbreviated CV** along with a **proposal of no more than 500-words**, providing a description of the proposed event, cultural excursion, or other activity and a clear explanation of the ways this will help advance learning beyond the classroom to Brenda Teshka at [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu).

Please discuss **how this course relates to a departmental major or college/university requirement** and whether or not students will complete **a substantial project** based on the excursion, activity, or event. Also include an **itemized budget** for expenses. It will be expected that students contribute 20% of costs, as prorated per student in the budget. A **letter of support from your department chair** that describes the contribution the course makes to the department and that addresses your performance as a teacher should be sent under separate cover. When necessary, please provide **proof of compliance** with the Office of Risk Management and Safety – e.g., liability waivers, campus-issued driver certifications for faculty and staff transporting students in personal or University-owned vehicles, and the like. Contact the Office of Risk Management at 631-5037 and ask for a waiver and release of liability form or visit <http://riskmanagement.nd.edu/>.

1. After the grant is awarded, the funds will be transferred directly into the awardee’s discretionary account. The awardee will have 30 days after the event to supply receipts for expenditures. Any excess will be transferred back into the grant account. If the awardee fails to supply receipts within 30 days, the full grant award will be transferred back into the Teaching Beyond the Classroom account.
2. If the awardee is not able to use personal funds to secure third-party vendors such as guest speakers, Chicago Art Museum, etc., arrangements should be made through the Undergraduate Studies office to pay by Notre Dame Accounts Payable, within 30 days before or after the event. Please make these arrangements with Brenda Teshka (631-9468) or [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu), prior to securing your third party vendor so that funds transferred into your discretionary account can be reduced by this amount.
3. For faculty members who do not have a discretionary account, arrangements will be made with the awardee’s department to use a special account. If this is not possible, TravelND will be used*.*

The due dates for TBC Mid-Size Grants during the 2015-2016 academic year will be 9:00am, Monday, October 26, 2015 (for spring semester projects) and 9:00am, Monday, March 14, 2016 (for fall 2016 projects).

***Teaching Beyond the Classroom Major Faculty Grants***

TBC Major Grants provide funding up to $20,000 for activities aimed at enhancing teaching and student learning beyond the classroom. Examples of such activities suitable for a Major Grant include: taking students to a series of world-class cultural events (play, opera, etc.) or visiting a unique site that is the focus of a course and for which there is no reasonable analog nearby. It is expected that these activities will be scheduled during fall or spring break and that the trip will last at least four days.

Please note that the class must be **in progress** at the time of the proposed project to ensure that it is maximally beneficial to all students in the class, even those who choose not to participate in the activity itself. More specifically, we do not fund projects that are planned to occur during winter or summer break periods as follow-up or anticipatory activities to a class. We also do not fund projects which can be construed as essentially student research projects for which students are eligible to receive their own research funding. Finally, we will not fund activities for which students must miss other classes.

Grants are open to all regular faculty, but funding is limited to a maximum of one Major Grant every three years. Deadlines for proposals will be on the Monday after fall break (for a spring semester grant) and on the Monday after spring break (for a fall semester grant).

These grants will be awarded on a highly competitive basis and the College will fund only one each semester. Proposals will be vetted by a faculty committee that includes the Associate Dean for Undergraduate Studies.

To apply for this award, an online application needs to be completed which can be found at this URL:

<https://docs.google.com/spreadsheet/viewform?formkey=dG9wR2YwZ1FvbzVRdzZvSnNqTU1Zb0E6MQ>

Faculty should then submit an **abbreviated CV** along with a **proposal of no more than 500-words**, providing a description of the proposed event, cultural excursion, or other activity and a clear explanation of the ways this will help advance learning beyond the classroom to Brenda Teshka at [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu).

Please discuss **how this course relates to a departmental major or college/university requirement** and whether or not students will complete a **substantial project** based on the excursion, activity, or event. Also include an **itemized budget** for expenses. It will be expected that students contribute 20% of costs, as prorated per student in the budget. A **letter of support from your department chair** that describes the contribution the course makes to the department and that addresses your performance as a teacher should be sent under separate cover. When necessary, please provide **proof of compliance** with the Office of Risk Management and Safety – e.g., liability waivers, campus-issued driver certifications for faculty and staff transporting students in personal or University-owned vehicles, and the like. Contact the Office of Risk Management at 631-5037 and ask for a waiver and release of liability form or visit <http://riskmanagement.nd.edu/>. Please note that international travel requires additional paperwork that must be completed prior to travel once the proposal has been approved, also available at the Office of Risk Management website.

1. After the grant is awarded, the funds will be transferred directly into the awardee’s discretionary account. The awardee will have 30 days after the event to supply receipts for expenditures. Any excess will be transferred back into the grant account. If the awardee fails to supply receipts within 30 days, the full grant award will be transferred back into the Teaching Beyond the Classroom account.
2. If the awardee is not able to use personal funds to secure third-party vendors such as guest speakers, Chicago Art Museum, etc., arrangements should be made through the Undergraduate Studies office to pay by Notre Dame Accounts Payable, within 30 days before or after the event. Please make these arrangements with Brenda Teshka (631-9468) or [Teshka.1@nd.edu](mailto:Teshka.1@nd.edu), prior to securing your third party vendor so that funds transferred into your discretionary account can be reduced by this amount.
3. For faculty members who do not have a discretionary account, arrangements will be made with the awardee’s department to use a special account. If this is not possible, TravelND will be used*.*

The due dates for TBC Major Grant during the 2015-2016 academic year will be 9:00am, Monday, October 26, 2015 (for spring semester projects) and 9:00am, Monday, March 14, 2016 (for fall 2016 projects).