

Learning Beyond the Classroom

FACULTY INTERIM Grants

(up to \$1,500)

Learning Beyond the Classroom *Faculty Interim Grants* provide funding up to \$1,500 to faculty support of cultural excursions, travel to conferences, and other activities aimed at enhancing teaching and student learning beyond the classroom. *This grant is awarded one time during the academic year.*

Applications for Interim LBC grants during the 2009 - 2010 academic year will be available on June 1 in the Office of Undergraduate Studies, 104 O'Shaughnessy Hall, or available online here: <http://al.nd.edu/resources-for/faculty-and-staff/teaching-resources/>

Proposals should be turned in at least two weeks before the project date.

Applications for fall 2009 grants will be due on Friday, October 2, 2009; *this includes Christmas break proposals*.

LBC faculty applications for spring 2010 grants will be due by February 12, 2010.

Mission

The purpose Of Learning Beyond the Classroom Faculty Grants is to encourage faculty to enhance students' academic experiences in coursework by having them conduct research at relevant archives, museums, and exhibits. Similarly, faculty may request funds that will enable students in their classes to attend performances, a conference, workshops, or studios that can inform students' research. In turn, the research that students do as part of a Learning Beyond the Classroom Grant should be a core component of the final paper and/or creative presentation that students produce in the course.

Who is Eligible?

All College of Arts and Letters faculty who teach undergraduates are eligible to apply for a Learning Beyond the Classroom Grant.

Guidelines for *Faculty Interim Grants*

Faculty should submit a 500-word single-spaced proposal, providing a detailed description of the following:

- The proposed event, cultural excursion, or other activity.
- A clear explanation of learning goals – the ways attending a specific excursion, event, or activity will help advance learning beyond the classroom.
- An itemized budget for expenses (e.g., for travel, lodging, meals, tickets for a performance).
- 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. For international travel, please go the Provost's web site at: nd.edu/~interstud/services/faculty/travelapp.htm.

Criteria for Evaluation

Proposals will be vetted by a committee of faculty, including the Associate Dean of Undergraduate Studies. For faculty, successful applications will include a clear statement of the ways the proposed event or cultural excursion will foster student learning. *In turn, faculty who receive funding will be required to submit "summary reports," detailing outcomes and an assessment of the activity's contribution to undergraduate intellectual life at the time of reimbursement.*

Learning Beyond the Classroom
FACULTY INTERIM GRANT
(Limited up to \$1,500)

Name	
Address	
Telephone	Email
Department	
Class Name and Number	
Project Title (if applicable)	
Number of Students	
Dates or Duration of Project	
Location	
Are you applying for other sources of funding?	If so, please list them.
Signature	Date
<p>Please attach a 500-word word summary of the proposal, including (1) the nature of the event, cultural excursion, or activity, (2) specific learning goals – the ways in which the event, cultural excursion, or activity will fulfill the objectives of the course and enhances students’ intellectual lives, (3) the extent to which the course is integral to the students’ major, and (4) whether or not students will be required to complete a substantial project.</p> <p>Please itemize your projected expenses; i.e. for travel, lodging, meals, and tickets for a performance. A separate budget may be attached.</p> <p>Please submit a letter of support from the chair of your department that describes the contribution the course makes to the major and that addresses your performance as a teacher.</p> <p>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. For international travel, please go the Provost’s web site at: nd.edu/~interstud/services/faculty/travelapp.htm.</p>	
Total requested \$ _____	Please allow up to two weeks for processing
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Office of Undergraduate Studies
104 O'Shaughnessy Hall
Aug-09