

**UNIVERSITY OF NEW MEXICO
TEACHING ALLOCATIONS CALL FOR PROPOSALS 2008**

TO: UNM FACULTY
FROM: Teaching Allocations Subcommittee (TAS)
RE: TAS Policies/Guidelines/Application Process for 2008
DATE: September 22, 2008

I. POLICIES

Funds are available for grants to faculty in support of proposals the primary purpose of which is to enhance teaching effectiveness. Applications for the fall are to be submitted by December 12, 2008. The subcommittee will review proposals the following week in December.

A. Eligibility: All **full time** members of the UNM main campus or branch campus faculty, excluding the north campus, are eligible to apply for TAS funds. The TAS will not support proposals the purpose of which is to complete degrees or certificates or the primary result of which will be a thesis or dissertation of the recipient or a student.

B. Award period: Funds will be available until December 20, 2009. Funds awarded under this request must be expended by December 20, 2009.

C. Responsibilities: Management of teaching grant funds is the responsibility of the recipient. All purchase requisitions and travel vouchers must be processed through the general accounting before December 20, 2009. Accounts are closed as of this date. Outstanding expenses will be the responsibility of the recipient of the award. Each TAS recipient must submit a summary report within one year of termination of the grant period. The report should clearly indicate how the funds were used, the significant accomplishments that resulted from the award, and in particular how the funds have enhanced teaching effectiveness. Eligibility for additional funding requires that recipients have filed a final report of previous TAS awards and normally that two years have elapsed since the termination of the last funding.

D. Nature of awards: The primary purpose of TAS awards is to enhance the overall quality and effectiveness of teaching. The intent of such awards is to develop new and innovative teaching methods and to enhance effective communication of information, ideas or methods of inquiry in an academic environment. Proposals for upgrading existing courses, developing interdisciplinary approaches, or utilizing modern technologies as teaching tools are encouraged. It is essential that the proposal include **a) a clear indication of the anticipated effect on teaching enhancement b) the number of students that will benefit, and c) how the success of the project will be measured or evaluated.** Funds may not be used to compensate faculty's time spent on the project or to support author-subsidized publications.

E. Required approval: Proposals that involve the use of human subjects, animals, radioisotopes or recombinant DNA techniques require approval from the appropriate university committees.

II. GUIDELINES

Current budgetary conditions require the subcommittee to follow the guidelines listed below in order to assure cost-effective use of University funds.

A. Awards: Normally awards will not exceed \$5000.

B. Personnel/Services: It is anticipated that some projects may require the services of additional personnel such as graduate assistants. All requests for services must be in accord with current University policies and salary rates, and must be fully described and justified as essential to achieve the goals of the proposal. We will not pay non-university personnel for their services but certain expenses will be considered.

C. Travel: Travel funds to attend special workshops or institutes dealing specifically with teaching effectiveness or enhancement will be considered. Application for such funds must be justified and accompanied with descriptive literature of the content of the workshop. Allowable expenses include registration fees, lodging, coach airfare, and per diem. Approval for travel is subject to the same requirements as those of the college and department of the recipient. The current university travel policies apply, and receipts for lodging and airline tickets must accompany the travel voucher.

D. Major Equipment: If the project requires the purchase of major equipment (valued at \$100 or more) the equipment becomes the property of the recipient's department. Any request for major equipment must be fully justified as critical to the project.

III. APPLICATIONS

Six copies of the application for TAS funds should be addressed to:

Lorraine Deck, TAS Chair, Chemistry 370 Clark Hall

Cover page: The first page of the application should include the following information:

A. Name of applicant, rank, department, email address, complete campus address, campus phone number, number of years at UNM, number and date of any previous TAS awards.

B. Title of the proposal.

C. Total amount requested from the TAS for the project.

D. Itemized budget for proposed expenditures. Please be as specific as possible. Quantity and unit cost for materials and supplies, travel, major equipment, personnel and services, etc need to be listed.

E. Signature of Department Chairperson.

Body of Proposal: Beginning on a second page and continuing for a maximum of three pages present a description of the proposed project. Please write in language that can be understood by non-specialists in the field. Include a statement as to how this project is expected to enhance your teaching or increase the quality of the educational process at this university. In some cases, the proposal will be related to a specific course or courses.

List the numbers of students expected to benefit from this award.

Final page: This page should contain the justification requested for any of the above items such as major equipment, personnel and travel.

If you have any questions, please contact Lorraine Deck, Chemistry Department and Chair Teaching Allocations Subcommittee (TAS) at 7-5438 (email: ldeck@unm.edu).