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MSC11 6080

Date: October 30, 2009

To: UNM Regular Voting Faculty, Main Campus

Fr: Faculty Senate Teaching Enhancement
    Committee – Teaching Allocations
    Subcommittee (TAS)

Subject: **Teaching Allocation Grant (TAG)**
    Policies/Guidelines/Application Process for
    2009-2010

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 18, 2009**. The subcommittee will review applications and contact awardees by January 22, 2010.

Additional details and the complete call for proposals can be found at the http://oset.unm.edu/TeachingGrants.html.

A. **Eligibility:** TAG funds will be limited to voting members of the UNM main-campus faculty (excluding the Health Sciences Center) who hold the rank of Lecturer, Assistant Professor, Associate Professor, or Professor. Funds will not be awarded to support student work leading to an advanced degree.

It is the intent of the TAG to support **NEW** and innovative teaching and learning 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 learning enhancement b) the number of students that will benefit, and c) how the success of the project will be assessed. Funds may not be used to compensate faculty's time spent on the project or to support author-subsidized publications.

B. **Period of Funding**: Funds must be expended by the award recipient by December 20, 2010.

C. **Award Management & Reporting:** The award recipient is fully responsible for management of grant funds. Outstanding expenses will be the responsibility of the recipient of the award. Once the project is complete, each TAG funding recipient MUST submit a brief summary report within 90 days of the termination of the grant period (March, 20, 2011). **To be eligible to be funded on a future proposal, recipients must have filed a final report for all previous TAS grants.**

D. **Funding Restrictions:** Funds are awarded to complete the defined project only for purchase of supplies, equipment, travel, and services requested and approved in the award recipient's submitted budget. **Funds may not be used to compensate a faculty member for time spent on the project.** Any budget modification which might be construed by the TAS as altering the scope of the work must be submitted in writing to the TAS Chair for approval prior to any expenditure of funds.

E. **Prior Approvals:** Approvals must be obtained from the appropriate university committees for projects which involve any use of human subjects, animals, radioactive materials, or recombinant DNA techniques.

II. GUIDELINES

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

A. **Awards:** Individual grants will be limited to $5,000.
B. **Personnel/Services:** Funds may be requested for personnel/services that award recipients would not normally be expected to provide themselves (e.g., graduate assistants, student employment). All requests for personnel/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 proposals.
C. **Travel:** TAG will consider travel to symposia, conferences, seminars, or exhibits or the use of funds to bring relevant resources to campus. All pertinent transportation will be supported at the actual cost. It is expected that the award recipient will seek the lowest airfare possible. Application for such funds must be justified and accompanied with descriptive literature of the content of the event.
D. **Major Equipment:** If the project requires the purchase of major equipment (valued at $1000 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

Proposals not meeting the application guidelines will be deemed non-responsive and returned to the PI without review.

Cover Page: The first page of the application must 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 award
  b. Title of the proposal
  c. 100 word summary of the project (which will be posted on the OSET website if the proposal is funded)
  d. Total amount requested from the TAS for the project
  e. Itemized budget for proposed expenditures. Please be as specific as possible.
  f. Description of other funding sources or in kind support for the project

Letter of Support: Letter or email from department chair saying that the chair has approved the project.

Body of the Proposal: Beginning on the 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 number of students expected to benefit from this award. Provide a statement describing how the outcomes of the project will be assessed.

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

IV. SUBMISSION

All applications should be submitted electronically to oset@unm.edu with "2010 TAG Application, Attn: J.Sykes" in the subject line of the email message.

You may contact Julie Sykes (TAS chair) at jsykes@unm.edu or 277-5616 with any additional inquiries.