

Office of the Provost

Call for Proposals

Student/Faculty Collaborative Learning Grants

The Office of the Provost and Academic Affairs and the Undergraduate Research Committee are pleased to announce a call for Student/Faculty Collaborative Learning Grants (CLGs). CLGs facilitate partnerships between faculty and students around inquiry, ideas, and activities of mutual interest. Student/faculty collaborations build on the institution's reputation of scholarly and creative excellence and diverse experiential engagement by students and faculty. The CLG grants expand engagement beyond the typical research and creative activity to embrace experiential activity that builds future-focused skills and competencies.

Grants are intended to boost student and faculty participation in experiential educational practices while advancing the university's mission of providing an excellent education in a creative community where learning and values meet. This initiative seeks to reshape the expert and novice paradigm traditionally established between faculty and students in higher education and offer resources to support ideas where resources are scarce. Funding is provided by the generous support of Maureen Breakiron-Evans and Susan Brockway, longstanding members of Stetson University's Board of Trustees and advocates of academic innovation and excellence.

CLG CATEGORIES

Grants support joint research, conference presentations, experiential learning opportunities, community engagement activities, or currently unfunded competitions.

- *Joint Research/Creative Activity, Experiential Learning Opportunities, Community Engagement Activities:* Priority will be given to scholarly activities that foster students and faculty working together to advance research/creative interests, or other experiential learning activities including practitioner projects, clinical work, civic and community activity, etc.
- *Conference Presentations:* Grants supporting conference presentations must provide compelling evidence demonstrating how the preparatory activities, conference presentation, and conference attendance engage significant and material student/faculty collaboration. These grants recognize that taking students to conferences or other meetings often involves mentorship beyond simply preparing a student for a presentation (e.g., networking, mentoring/advising, etc.).

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- *Currently Unfunded Competitions:* Grants supporting currently unfunded competitions must provide compelling evidence to demonstrate how the planning activities and the competition competently engage student-faculty collaboration.

Award recipients are expected to present their findings collaboratively at the annual Stetson Showcase, the university's day of celebrating academic excellence. Grantees are encouraged to communicate their outcomes to other appropriate venues within or external to the Stetson community. The resulting student-faculty collaborative is expected to provide a summary report.

GRANTS

Two types of grants are available.

1. Planning Grants – funding provides budgetary allowance for planning and exploration of ideas in order to seed and prepare for more substantial project funding. Stipends of up to \$500 per collaborator are available.
2. Implementation Grants – funding provides budgetary allowance for implementation of projects and activities. Stipends of up to \$1,000 per collaborator are available.

ELIGIBILITY

- Teams of full-time faculty – including professors of practice and visiting faculty with more than one year of teaching experience at Stetson – and one or more student collaborators are eligible to apply.
- Projects may be one or two semesters in length beginning in either Fall or Spring, and projects may extend into the summer months.
- While undergraduates team members must be currently enrolled at Stetson to be eligible to apply, CLG activities may extend into the next regular semester following a student's graduation (*e.g.*, a conference presentation the semester after graduation).

ALLOWABLE EXPENSES

The grant award is intended to fund proposed activities or projects. Allowable expenses must be incurred during the project/activity. Some exceptions may apply and must be clearly articulated in the narrative.

Examples of appropriate expenses

- Travel (to include conference/workshop travel) directly connected to achieving project goals. Travel costs to conferences may be extended outside of the timeframe of the grant.
- Materials and supplies
- Equipment
- Publication costs
- Access to data
- Other expenses incurred during the timeframe of the grant.

APPLICATION INSTRUCTIONS

Proposal Description

This proposal description should be written so that it can be understood by faculty and students from diverse disciplines/backgrounds. The description should not exceed 1700 words. Applications should address the following:

- the goal of the project
- the appropriate background
- the plan of activities to be followed, including proposed timeline
- the collaborative process for developing the proposal and planned activities
- the nature of the anticipated results and the plans for disseminating them
- the collaborators' capacity to undertake and complete the proposed work (extant experiences may be cited briefly as evidence of or capacity to carry out this work)
- the positive effects of the completed project for the collaborators and the University (since the committee fully understands the usual benefits accruing to the University of a faculty actively engaged in a broad range of professional activities, only unusual cases of beneficial effects, not likely to be anticipated, need be addressed in detail).

Budget

Submit an itemized budget (not to exceed \$5,000) of projected expenses directly related to activities during the grant cycle, including necessary travel. It is the applicants' responsibility to provide the specific, detailed, and credible estimates for such expenses. This includes resources for planning grants and resources for implementation grants.

Student Resumé and Faculty Biographical Sketch

All student collaborators must submit a one-page resumé and each faculty collaborator must submit a one-page biographical sketch (biosketch). The resumé and biosketch should showcase previous experiences and activities that will promote the proposed project's success. Note: Select projects and activities may be exploratory in nature; therefore, the purpose of the resumé/biosketch is to demonstrate capacity by collaborators to undertake the proposed work. A biosketch example is available [here](#).

Submission Guidelines

The project description and budget should be submitted in one document (PDF format). Proposers will submit their materials, including the proposal, faculty resume(s), using the online application.

PROCEDURE

A Student/Faculty Collaborative Learning Grants Review Committee, comprising a subset of the Undergraduate Research Committee and other faculty members and students, will evaluate grant proposals and forward its evaluations and recommendations to the Associate Provost for Faculty Development. The Associate Provost forwards evaluations and recommendations to the provost who makes the final decision on all awards.

Grants are awarded on a competitive basis. The review committee relies primarily on the material submitted by the applicants in evaluating the value of the proposed activities. Thus, the burden rests with the applicants to document fully and clearly the value of the proposed project and the applicant's qualifications and prospects for achieving the project's objectives. The committee will attend carefully to the specified criteria and articulation of its content in terms comprehensible by a broadly-based committee. The university requests that CLG recipients acknowledge the support of the grant wherever appropriate as follows: "This project was supported [in part] by a generous gift from longstanding Stetson University Trustees and advocates of learning, Maureen Breakiron Evans and Susan Brockway".

CRITERIA

- **Quality:** Demonstrated superior quality professional activity grounded in evidence-based principles and findings (*20 points maximum*)
- **Inclusive Engagement:** Demonstrated evidence of inclusive engagement with diverse learners (*10 points maximum*)
- **Democratic Engagement:** Compelling evidence of collaborative planning, decision-making, and proposed execution of project activities (*20 points maximum*)
- **Scope:** Boundary-spanning, interdisciplinary/cross-disciplinary/trans-disciplinary efforts to remove/reduce boundaries between Stetson and the community (*10 points maximum*)
- **Creativity & Innovation:** potential to be creative or innovative (*10 points maximum*)
- **Experience/Interest/Sustainability:** Award recipients demonstrate capacity to undertake the proposed work; the project/activity has a clear plan/potential for sustainability beyond the funding cycle, if relevant (*10 points maximum*)
- **Contribution:** Demonstrated evidence of significant contribution to the vibrancy and vitality of Stetson University as a place of creativity and lifelong learning. Priority will be given to activities that are not traditionally fully or partially funded by other funding mechanisms. (*20 points maximum*)

SUMMARY REPORT

The summary report should briefly describe the following:

- What the collaborators planned to do
- A description of what the learners accomplished; these could be planning outcomes; findings, presentations, awards, publications, performances, compositions, and so on
- What collaborators learned in the process
- What was perceived to be each individual's key contribution and impact
- Information about how the outcomes could be shared with others
- Contribution to Stetson's intellectual vibrancy and impact on the broader community.

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SCHEDULE

The project should be implemented within 12 months of the award confirmation date. Major identified outcomes should be completed within one year of the award. Reports are due by September 15 of the subsequent year.

Spring 2024 Submissions

Nov 28	Call for Proposals announced to students, faculty, university community
Jan 22	Information sessions (virtual); questions welcome prior to info session to Associate.Provost@stetson.edu
Jan 29	Proposal submission deadline (<i>online submission only</i>) <i>Applicant(s)</i> : Submit your application online which requires uploading your proposal, list of project expenses (if applicable), and any supporting documentation. Proposers will receive confirmation that the application packet has been received.
Feb 5	Submission of award recommendations to the Associate Provost
Feb 15	Awards announced
Sept 15	Final reports due (subsequent year)

Fall 2024 Submissions

Mar 1	Call for Proposals announced to students, faculty, and the university community
Sep TBA	Information sessions (virtual)
Oct 1	Fall Proposal Submissions due
Oct 15	Submission of award recommendations to the Associate Provost
Nov 1	Awards announced
Sept 15	Final reports due (subsequent year)

Spring 2025 Submissions

Dec 1	Call for Proposals announced to students, faculty, university community
Jan TBA	Information sessions (virtual)
Feb 15	Proposal submission deadline <i>Applicant(s)</i> : Submit the online application, which requires uploading your proposal, list of project expenses (if applicable), and any supporting documentation. Proposers will receive confirmation that the application has been received.
Mar 1	Review committee submits award recommendations to the Associate Provost
Mar 15	Awards announced
Sept 15	Final reports due (subsequent year)

QUESTIONS

Submit questions to Associate.Provost@stetson.edu.