



**Part-time Faculty Development Program  
Learning Enrichment Fund  
Application Guidelines/Cover Page**

Grants are available to assist faculty development and learning enrichment initiatives for faculty teaching at least one course (not including overload) —within the context of the mission of Miami University Middletown. Funding may be requested for supporting a range of ideas and projects, including: teaching-related enterprises requiring “seed” money or other start-up assistance; minor course-related supplies or equipment costs; travel support for attending conferences, seminars, or workshops; and other teaching-related expenses.

Name (s) : \_\_\_\_\_

Academic unit: \_\_\_\_\_

Requested funding amount: \_\_\_\_\_

Project time period: \_\_\_\_\_

- Proposals should use the following headings to describe the project:
- I. **Overview** - brief description of project/trip and its significance.
  - II. **Effect on teaching/learning** - description of the expected impact on teaching and/or learning. If project/trip impact will be felt in areas other than teaching/learning; please specify.
  - III. **Assessment/Communication** - will there be formal or informal assessment of funded activities? Will project/trip result in formal or informal communication of results/outcomes to the campus or other groups (i.e., disciplinary group). If so, please describe.
  - IV. **Budget** - Provide appropriate details of budget, including cost-sharing if appropriate.

**Proposals should not exceed 1-2 pages.**

**Part-time Faculty Learning Enrichment Fund [Proposals maybe submitted via email.]**

- Proposals may be submitted at any time during the academic year (early submissions encouraged).
- These proposals should be brief (1-2 pages) and may request a maximum of \$350. The typical award will be \$200, or less.
- The Part-time Learning Enrichment Fund will be administered through the Office of the Associate Executive Director for Academic Affairs.
- All enrichment grants will be reported to the campus community through *Communiqué and F.Y.I.*.
- All awarded funds must be expended or encumbered within one year of the date awarded.

Flexibility and timeliness are important in the administration of this fund:

- Proposals will be evaluated and considered for funding as they are received. Proposers may be contacted if there are questions about the proposal.
- Proposers will be notified of a decision on funding within five (5) working days of receipt of the proposal. Notification will come from the Office of the Associate Executive Director.
- An individual part-time faculty member is eligible for consideration of an award once per year.
- Cost-sharing with departments, coordinators, or other budget sources will be considered an advantage for proposal evaluation. Proposers must specify the amount and source.

Send completed applications to: Jeff Sommers, Acting Associate Executive Director  
116 Johnston Hall  
email: sommerjd@muohio.edu