

SCHOLARSHIP OF TEACHING AND LEARNING TRAVEL GRANTS (FY09) CALL FOR APPLICATIONS



Overview: The Cross Endowed Chair in the Scholarship of Teaching and Learning requests proposals for the Scholarship of Teaching and Learning Travel Grant Program. The program **provides partial funding for travel to present (or show or perform, as appropriate) scholarship of teaching and learning work, as it relates to the teaching and learning of Illinois State University students, at professional conferences or similar settings.** At Illinois State University we have developed the following definition of SoTL, **“systematic reflection/study on teaching and learning made public.”** This definition allows for work in any discipline. Funds up to **\$700 per application** will be awarded. Funds may be used for conference registration and/or any aspect of travel (e.g., airfare, mileage, hotel, per diem).

Eligibility: All tenured and tenure-line faculty, non-tenure line faculty, faculty associates, graduate teaching assistants, and AP staff with teaching or teaching support responsibilities at Illinois State University are eligible to apply. **Applications must be for travel to present SoTL work as defined above and where the presentation has already been accepted.** Travel must have taken place or will take place in FY09 (July 1, 2008 to June 30, 2009) and only expenses not reimbursed by another entity are eligible. For your assistance, a list of some cross-disciplinary SoTL conferences can be found at <http://www.sotl.ilstu.edu/sotlConf/>. In addition, many disciplines have SoTL related conferences or sessions at disciplinary conferences. **Awarded funds will be transferred to the home department or unit for spending or reimbursement.**

Application Procedure: Two accommodate conferences and other settings at different times of the fiscal year, one copy of the following materials should be submitted to Kathleen McKinney at Campus Box 6370 or emailed to kmckinne@ilstu.edu by **Monday, September 15 OR by Monday, January 12**

1. A maximum of a 2 page narrative about the SoTL work being presented/shown/performed and the conference or venue.
2. Documentation that the work has been accepted for presentation, show, or performance.
3. An itemized budget and budget justification for the travel expenses, including a list of any other funds to support the travel.

Criteria: Applications will be reviewed by the Cross Chair in SoTL using the following criteria.

- The work to be presented/shown/performed must fit the definition of SoTL above.
- The work has been accepted for presentation/show/performance.
- The budget is appropriate for the travel to present/show/perform the SoTL work.

Time Frame:

1. Applications are due by 4:30 pm September 15 or January 12
2. Recipients will be notified in late September or late January; funds will be available upon notification.
3. Funds must be spent and reimbursement paperwork filed before June 30, 2009.

Requirements:

1. Funds must be spent for the travel and purpose outlined in the application.
2. All SoTL work involving research on human subjects must have IRB approval.
3. A brief report on the trip outcomes and expenses is due to kmckinne@ilstu.edu on or before July 31, 2009.