Call for Proposals from the
Center for Teaching and Learning

Scholarship of Teaching and Learning (SoTL) Grants
"To better understand teaching and learning through discipline based inquiry."[1]

The Center for Teaching and Learning (CTL) is calling for proposals for Scholarship of Teaching and Learning (SOTL) grants. CTL offers grants to AUB faculty members to support projects which will examine and reflect upon the teaching and learning practices in specific disciplines, and which use research methods and make the results known to the campus community and beyond. CTL is interested in research which focuses on teaching practices, learning behaviors and activities that would bear evidence on improving the quality of teaching and learning in the undergraduate and graduate programs. The SoTL projects should have measurable outcomes and evident impact on the AUB teaching and learning community.

Eligibility
Full-time faculty members, lecturers, and instructors on continuing appointments for the following academic year are eligible. The SoTL grants program is intended to fund projects that can be completed within one year or to initiate projects that will be continued with funding from other resources.

Should you have any questions about eligibility to apply for the SoTL grants, please contact the Center for Teaching and Learning at ext. 3045/3046 or ctl@aub.edu.lb

Deadlines & Important Dates
Proposals must be submitted electronically to the Center for Teaching and Learning at (ctl@aub.edu.lb) no later than **May 11, 2021**. Reviewing and ranking of the applications will be performed by CTL by **June 25, 2021** and final decisions on funding will be made by the **last week of June 2021**. Funding for approved SoTL projects will start in **July 2021**.

Purpose
The purpose of the SoTL grants program is to:
1. Fund-research projects, which will benefit the AUB teaching and learning community.
2. Ensure that the results of the instructional research projects are shared and disseminated among the AUB community.

Suggested Areas of Focus
We suggest that SoTL proposals be focused on one or more of the following areas of current needs:
- Increasing student engagement through curricular innovation
- Using formative and summative assessment for instructional improvement
- Increasing faculty-student interaction

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[1] http://teaching.uncc.edu/learning-resources/sotl/grants

- Encouraging active learning
- Respecting diverse talents and ways of learning
- Improving learning outcomes
- Assessing learning outcomes
- Using technology to enhance learning
- Other areas which have direct linkage to academic and institutional plans

The projects may use qualitative, quantitative, or mixed methods, but the focus should be on systematic inquiry with the obligation to publish and share the measurable outcomes with peers both within and beyond AUB.

Budgeting
Funds may be requested for expenses directly related to the project, such as materials, supplies, and human resources. Proposed budgets typically range from $2,500 to $7,000 at 1500 LBP rate as per latest university policy for R&D funds.

The budget categories are subject to the following restrictions:

- Personnel: graduate research assistant, research assistant, casual labor, or field worker.

- Software that is well justified and for which AUB does not have license may be approved on exceptional basis; the PI should provide a confirmation from the IT faculty officer that no such license exists in the faculty/school or at AUB.

Office supplies. Total amount cannot exceed $100 at 1500 LBP rate as per latest university policy for R&D funds.

Format of the Proposal
Each SoTL proposal must be typed, size 12, Times New Roman, double spaced and include the following components, in the following order:
I. **Title Page**, stating title of project and the faculty members centered on the page.
II. An **Abstract** of the SoTL project, not to exceed 250 words. The abstract should be a concise summary of the project and must include your intended outcomes/objectives, explain why they are valuable to the university and its students, and highlight the plans and methods for achieving the project goals.
III. A budget including a **Budget Justification**, which must describe how the requested funds will be used.
IV. The **Project Narrative**, typed and double-spaced and not to exceed 2500 words (excluding references/citations, the abstract, and the budget worksheet), which must describe the project explicitly and address each of the following areas:
A. **Specific Aims**. This section should contain the following elements:
1. The overall purpose of the project
2. The specific objectives to be achieved

3. A statement of the specific research questions to be answered as a result of the project
4. The rationale for the proposed project, illustrating why it should be funded.
5. The impact of the study on undergraduate or graduate teaching and learning (e.g., the benefits to student learning and success, the number of students to be served, etc.).

B. **Literature Review.** A brief review of the relevant literature should illustrate that your SoTL project is grounded in research and will demonstrate your knowledge of the issues involved in your problem. The literature review will also help convince the proposal reviewers of the need and/or novelty of the project and of the potential to publish or present the project in a relevant forum.

C. **Methods.** The methods section must explain your overall SoTL project plan and all the procedures/ activities required to complete the project. The methods should be presented in sufficient detail to allow the proposal reviewer to understand the steps required to complete the project.

D. **Evaluation.** The expected outcomes and impact of your project are extremely important. Your proposal must describe how you will assess the success of your project. Your proposal must detail what you will measure, how you will measure it, and why the measures are appropriate. Include a description of the data collection, instrumentation, and/or statistical methods you will use.

E. **Knowledge Dissemination**. This grant program is a professional development opportunity. Grants must describe how the results of the project will be communicated to the AUB community, and if applicable, how the results will be communicated to the field. Grant recipients will be expected to participate in sharing the results of their projects in a public forum, including but not limited to a presentation during the CTL/ IT ACPS annual conference, professional journals, or event arranged through the Center for Teaching and Learning.

F. **Human Subjects.** All University research projects involving the use of human subjects or the use of human subjects' data must be reviewed and approved before the Institutional Review Board (IRB) activates funding for Research with Human Subjects.

G. **Timeline.** Provide a timeline of proposed SoTL project implementation, from start to finish. An annotated list of dates and activities is the preferred format.

Proposal Submission Process

Proposals must be submitted electronically as a single **word file** email attachment to the Center for Teaching and Learning (ctl@aub.edu.lb) no later than **May 11, 2021**.

The following requirements must be met for your SoTL proposal to be considered

1. The file format must be word format. Do not send in PDF format.
2. The proposal and all supporting documents must be submitted together as a single word file that contains everything.
3. Page numbers are required on each page of the proposal throughout the entire submitted document.
4. The file must be named (i.e., "save as") using only the last name of each author, separated by a single hyphen--e.g., *Saab-Najjar- Zein*

Selection Process

The SoTL grant proposals will be reviewed by two AUB Faculty members and ranked based on their overall quality, such as the importance and impact of the proposed project, the clarity and completeness in addressing components of the proposal, the degree to which the budget supports the project goals, the extent of impact on student learning, and the clarity of the plan for evaluation of the project and use of the results. The Review Committee will use a standard **scoring rubric** for all proposals. It is advised that this attached rubric be reviewed prior to the submission of proposals to better understand what may make your proposal successful.

Notification of awards will be made by the last week of **July 2021**.

All funded proposals will be managed through the Office of Grants and Contracts.

Requirements for Grant Recipients

If your SoTL proposal is funded, you agree that your proposal, final report, and any related output may be published on a CTL website. Furthermore, you are encouraged to present your findings during the CTL/ Office of Information Technology /Communication Skills Program Annual International Conference on Effective Teaching and Learning in Higher Education, held at AUB submit it for publication in professional journals, or present it at an event arranged through the Center for Teaching and Learning.