Program Enrichment Grant

The purpose of the Program Enrichment Grant is to enhance a program or project that increases teaching effectiveness, provides professional development, actively engages students and benefits student learning. Program Enrichment Grant can be used to support projects/events or activities that bring faculty and students together in a manner that expands traditional roles and experiences. Applications that demonstrate the use of innovative ideas to improve a program or learning environment at Chicago State University will be foremost considered.

Those eligible for funding are full-time faculty and full-time lecturers. The award cannot be used to reimburse for expenses incurred prior to an award being made, pay salaries/stipends for faculty member or distribute cash awards. Money awarded will be transferred to the department of the awardee.

Program Enrichment Grant will support projects/events that enhance the program or student activities, meeting one of these requirements:

- Increase teaching effectiveness
- Provide professional development
- Benefit student learning
- Enable a significant activity through the purchase of equipment/software
- Enhance the program through a review by an outside consultant
- Obtain applicable knowledge/feedback through conference participation

Application Process

All applicants are required to complete the application cover page and create a proposal that addresses the description of the proposed project and an itemized budget.

Review Process

CTRE will review Program Enrichment Grant for completeness. The applications will then be sent to the CTRE Advisory Board to evaluate and rank the applications received. The proposal will be evaluated on the following criteria:

- Level of engagement with students
- Impact on campus community and/or students involved
- Feasibility of project
- Approval of legal and purchasing requirements, as needed (e.g. insurance, state purchasing policies)
- Increase teaching effectiveness
- Provide professional development
- Benefit student learning
Preference is given to those who have not recently received an award from the CTRE. Awardees will be notified by the Director of funds awarded.

**Requirements of Program Enrichment Grant Recipients**

- The recipients are required to submit a follow-up report that details the outcomes of the events. If the project involves students, a summary of student feedback is required. This report is due within thirty (30) days of the completed activity. Failure to submit this report will result in being ineligible for future awards.
- In addition, recipients will be asked to share with the campus community their experience in a CTRE sponsored event such as Provost’s Colloquium through a poster session or video or other manner of presentation.

**Appeal Process**

Applicants not receiving a Program Enrichment Grant may submit an appeal in writing to the Director. If the applicant is not satisfied with the decision of the Director, they may submit an appeal in writing to the CTRE Advisory Board.

**CTRE Grant Training**

All grant applicants are highly encouraged to attend a CTRE Grant Training Workshop (whether first-time applicant or not) prior to submitting an application. Any application received without the applicant attending the training will be denied. Consult the CTRE website at www.csu.edu/ctre/grants for information on times, dates, and locations of these training sessions.

*Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE.*
CTRE Program Enrichment Grant Application Cover Page

General Information

Applicant Name(s): __________________________________________________________

*Please Check One:*  
Full-time Faculty ☐  Full-time Lecturer ☐  
Terminal Contract: Yes ☐ No ☐  Contract Expiration Date: _________________

Department: ________________________________  Office: ____________________________

Email: ______________________________  Phone: ________________________________

CSU ID#: ____________________________  Department Account # (for transfer of funds): ____________________________

Have you been awarded a Program Enrichment Grant in the past? Yes ☐ No ☐
If so, in what year was your most recent award from the CTRE? ____________________

Proposal Information

Title of Activity/Proposal: ____________________________________________________

Total Funds requested in proposal (please note limits in RFP): $ ______________ USD

Proposition Document

Attach a 1-2 page document that addresses the following information.

• Describe why you are requesting funds and how they will be used. Include in the description how the funding will enrich the program/department or student learning.
• Provide a breakdown of the proposed expenses. Clearly identify what items are being requested through the grant. You may also attach supporting documents as needed (e.g. specification sheets for equipment, quotes for services, etc.)
• A literature review of the program or project is required.

Signatures

________________________________________  ____________________________

Signature of Applicant/Date  Signature of Applicant/Date
Applications must be submitted as a PDF to ctre@csu.edu.