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. The ***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.

The ***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

Eligibility

Only full-time faculty and full-time lecturers are eligible to apply for this grant.

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. Incomplete applications missing any of the required documents listed above will not be considered for review.

Review Process

The 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. Proposals 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 with measurable outcomes for student success.
- The likely impact on furthering the mission, vision, core values, or strategic plan of the Department, College, or University
- Overall organization and clarity of writing

Preference is given to applicants 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

- Grant recipients are required to submit a follow-up report that details the outcomes of the events within thirty (30) days of the completed activity. If the project involves students, a summary of student feedback is required. 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.

Appeals 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.

Grant Restrictions

Funds from Program grant awards will only transferred to the department of the awardee. The Program grant cannot be used:

- To reimburse expenses incurred prior to the award being made.
- Pay salaries/stipends for faculty member
- Distribute cash awards.

CTRE Grant Training

All grant applicants are required to review CTRE Grant Application Tutorial on Moodle. Consult the CTRE website at www.csu.edu/ctre/grants for information on these training sessions.

Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE.

<center>**CTRE Program Enrichment Grant Application Cover Page**</center>

General Information
Applicant Name(s):_____

Please Check One:
Full-time Faculty ☐ Yes. Full-time Lecturer __Yes __No
Terminal Contract: ☐Yes ☐No Contract Expiration Date: _____

Department: _____ Office:_____
Email: _____ Phone: _____
CSU ID#: _____
Department Account # (for transfer of funds): _____

I acknowledge that I reviewed the CTRE Grant Application Tutorial on: __ Yes __ No
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

Proposal 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

_____   _____
Signature of Department Chair/Date   Signature of Dean/Date (for acceptance of funds)

Applications must be submitted as a PDF to ctre@csu.edu.