![WSSU - The Center for Innovative and Transformative Instruction]

**CITI Professional Development Grant Application***

***Fall 2020 Addendum in response to COVID 19 Revisions-** the version of this application is for Fall 2020.  CITI made a few revisions to the CITI Professional Development Grant to be able to accommodate funding to faculty during a semester that has a high percentage of online and hybrid courses.

CITI Professional Development Grants help to support select teaching and learning projects by faculty. There is only one type of professional development grant this semester which will focus on online and hybrid course design/re-design. **The Fall 2020 grants will be awarded in the <u>amount of $1500</u> and awarded to faculty who:**

- **Design or re- Design a course for Online or Hybrid instruction**
- **Design or re-Design a course incorporating technologies into a traditional,  online, or hybrid courses**
- **Attend or present a virtual conference that focuses on online, hybrid, or hyflex instruction -a small percentage of funding will go to virtual conference registration fees for the amount of the conference up to $300.**

**Course Design Criteria:**

**The course design must include the following:**

1. **A re-designed course syllabus that reflects 16 weeks of instructional content**

2. **A full course <u>in Canvas</u> with complete modules for a 16 week course**

3. **All learning activities, instructions, lecture materials, and assessments**

***For the Design that incorporates technologies, EVIDENCE of the technology tool being used in the course.**

**The completed course will be uploaded into Canvas Commons for submission. Click <u>here</u> for directions.**

***Please read and follow all directions.  The grant review team are highly inclined to deny incomplete or incorrect application packets.*

<u>**Grant  Proposal Due Date:  -**</u> **Fall 2020- October 15, 2020**

*Revised Fall 2020*

**Name of Applicant:** _____

**Email**: _____

**Title:** _____

**Department:** _____

**Directions:**  All applicants for the CITI Professional Development Grants must provide the following in their packets:  Incomplete packets will not be considered for review.

- **CITI Professional Development Grant Application** *(this form completed and with appropriate signatures)*
- A formal **Proposal** stating how this grant will provide teaching and learning development for you as a faculty member at WSSU <u>and</u> have a <u>direct impact on student learning and success</u> at WSSU
- A Completed and signed **budget worksheet if materials or software are being purchased***(see pages 2-3) (next page)*

*Please select the correct budget sheet for the type of grant that you are applying.*

**Course Title:** _____

**Principal Developer or Faculty Member:** _____

**Additional Support Names/Titles**: _____

**Academic Term and Year:** _____ **(Fall, Spring, Summer)**

| Type of Funding | Location and Dates | Cost or Amount | Any funds from other sources *(Personal, dept., external grant funds, etc.)* **if none, list 0** | Total *(minus any funds from other sources)* |
|---|---|---|---|---|
| Workshop or Training | | | | |
| External Consultant Fees | | | | |
| Support personnel *( work study student)* | | | | |
| Other participant Support | | | | |
| Software | | | | |
| Office supplies/Copies | | | | |
| Postage | | | | |
| Key Materials or Supplies | | | | |
| Stipend *( this is for projects that* | | | | |

| require a significant amount of planning and development) | | | | |
|---|---|---|---|---|
| Other *(be specific)* | | | | |
| **Total Amount of Request---------→** | | | | |

*\*For reimbursement, all receipts must be turned in to CITI.*

**Signature of Primary Applicant: _____Printed Name: _____**

**Signature of Department Chair or Primary Supervisor: _____**

**Signature of any additional Applicants named in the application: _____**

**Date: _____**

**\*Grant Award Recipients are notified by email as soon as a decision is made.**

*If you have any questions about the application or contents of the complete packet, please call or email CITI- ext. 8723 or [citi@wssu.edu](mailto:citi@wssu.edu)*