# Butler Awards Committee

Fine Arts, Humanities and Social Sciences

# Instructional Development Grant Application

Please complete the cover sheet, program statement, and budget form by entering information into the data boxes below as required by the guidelines for a BAC instructional development grant.

Once the application is complete, including all required signatures, please email the entire application package as a single PDF file and send an electronic version to the Office of Sponsored Programs at [OSP@butler.edu](mailto:OSP@butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current BAC instructional development grant guidelines will be returned without review.

**Applications for instructional development grants are due by 5 p.m. the first Fridays of October or March.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Click or tap here to enter text. | E-Mail:  Click or tap here to enter text. | | Phone:  Click or tap here to enter text. |
| College:  Click or tap here to enter text. | Department:  Click or tap here to enter text. | | |
| Number of Years at Butler:  Click or tap here to enter text. | Not tenure-track:  Tenure-track:  Tenured: | | |
| Total dollar request ($1,000 maximum): $Click or tap here to enter text. | | | |
| Title of course to be developed and expected semester for first offering:  Click or tap here to enter text. | | | |
| Existing Course:  New Course: | | If this is a new course, has the course already been approved? Yes:  No: | |

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant: | Click or tap here to enter text. | Date: |  |
| Department Chair/ Program Director: | Click or tap here to enter text. | Date: |  |
| Dean: | Click or tap here to enter text. | Date: |  |

# BAC Instructional Development Grant Application Program Statement

# Sections for the Program Statement:

* **Description of course –** Description of course and student learning outcomes
* **Need for Development / Future Implications** – Need for the course
* **Explanation for support** – Why the development of this course requires university support. This might include collaboration with other faculty, collaboration with community members, significant experiential components, materials and supplies, etc.
* **Methodology** – Process for developing course
* **Timeline –** Anticipated timeline for the proposed work. Should detail how the work will be completed over the grant period

# Please add your program statement here addressing each of the categories above. Approximately 2-3 pages. IMPORTANT: Student learning outcomes should follow best practices in instructional design, likely utilizing Bloom's taxonomy but in all cases clearly aligning with assessment.

# For more information, see the assessment rubric for BAC instructional development grants available at [www.butler.edu/academics/sponsored-programs/internal-grants/bac/](http://www.butler.edu/academics/sponsored-programs/internal-grants/bac/). *The entry area below will expand as you enter text.*

Click or tap here to enter text.

**BAC Instructional Development Grant Application**

**Budget Form**

**Grant request (total from all categories cannot exceed $1,000.)**

|  |  |
| --- | --- |
| Materials and supplies | $Click or tap here to enter text. |
| Equipment | $Click or tap here to enter text. |
| Travel ($ per mile if driving based on university procurement policy) | $Click or tap here to enter text. |
| Faculty stipend | $Click or tap here to enter text. |
| Other (please specify, see next section) | $Click or tap here to enter text. |
| **Total grant request** | **$**Click or tap here to enter text. |

**Budget narrative:** In the space provided, please offer a brief budget narrative justifying each budget item, including an explanation of any “other” costs:

Click or tap here to enter text.

**CHECKLIST**

Cover sheet (including signatures)

Program statement

Budget form

Appendix (optional)

By checking this box I am verifying that I have reviewed the [qualifications and requirements for BAC instructional development funding](https://www.butler.edu/academics/sponsored-programs/internal-grants/bac/) and believe my proposal meets these criteria.

If successful, my application may be shared as an example for other applicants:  Yes  No