



## Center for Advancing Faculty Excellence

### Educational Research Mini-Grant Program Call for Proposals

Letter of Intent due April 15, 2022 / Proposal due June 10, 2022

**Purpose:** The purpose of the educational research mini-grant program is to provide funding for instructors to explore specific research questions about teaching and student learning, to promote a culture of the scholarship of teaching and learning.

**Eligibility:** All full-time faculty, staff, and department chairs with teaching duties may apply. Team projects across disciplines are encouraged.

**Funding:** Awards will be up to \$2,500 for an individual project and up to \$4,500 for an interdisciplinary team project. Funds may be used for summer support, materials and supplies, printing, TA or GTA support, and/or release time. Any salary and wages of personnel need to have the appropriate fringe benefit added. One-half of the funding will be available when awards are announced in July 2022. The remaining funding will be released after an update to CAFE in June 2023. Contact the CAFE office at [cafe@mst.edu](mailto:cafe@mst.edu) if this is problematic for the implementation of your project.

**Proposal Process:** Projects must address a specific research question that has the potential to address one or more of the following (at the course, department, college, or university level):

- Improve attainment of student learning outcomes;
- Improve access and success for underrepresented students;
- Improve student engagement, retention, and/or persistence;
- Promote strategies for equity and inclusion;
- Increase faculty-student interaction;
- Promote collaborative, experiential, technology-enhanced or, active learning strategies

Results are measurable, either through quantitative or qualitative methods. Projects should be completed within three semesters (excluding the summer session). For more information and a list of previously funded topics can be found at <https://cafe.mst.edu/educationalresearch/educationalresearchfunding/educationalresearchmini-grant/>.

Assistance for developing educational research proposals is available from the CAFE office up to the proposal submission date.

**Letter of Intent:** A letter of intent containing your research question and a brief abstract is due to [cafe@mst.edu](mailto:cafe@mst.edu) by **April 15, 2022**.



### **Proposal Outline:**

A full proposal, containing the following, is due to [cafe@mst.edu](mailto:cafe@mst.edu) by June 10, 2022:

- Cover sheet (name, title, department, phone/email, project title, date, signature of department chair)
- Measurable Research Question
- Purpose/Objectives for the project, including a literature review of at least 5 sources
- Draft of Methodology & Timeline (to be completed by Dec 2022)
- Evaluation plan
- Budget with justification
- Deliverables and dissemination plan

A proposal template is available at [cafe.mst.edu](http://cafe.mst.edu) under "Educational Research." The proposals will be reviewed by a committee of faculty and instructional designers, and awards will be announced in July 2022.

### **Additional Information:**

Awardees must receive IRB approval by the end of the calendar year of proposal acceptance. For more information on IRB approval, visit [irb.mst.edu](http://irb.mst.edu). Awardees are required to present their findings at the March 2024 Innovation in Teaching and Learning Conference (ITLC).

### **Process Timeline:**

- April 15, 2022 – Letter of intent due to [cafe@mst.edu](mailto:cafe@mst.edu)
- June 10, 2022 – Full proposal due to [cafe@mst.edu](mailto:cafe@mst.edu)
- July 15, 2022 – Committee decisions announced and 50% of funding released to awardees
- December 2022 – Awardee provides an update to CAFE and IRB is approved
- June 2023 - Awardee provides an update to CAFE - remainder of funding released
- January 5, 2024 – Final report due to [cafe@mst.edu](mailto:cafe@mst.edu)
- March 2024 - Awardee presents findings at the Missouri S&T ITLC

**Final report:** The final report should include: • Cover sheet; • Abstract & Research Question; • Purpose of Project; • Methodology; • Result;s • Conclusion, Future Implications, & Plans for Further Dissemination; • Reflection on whether/to what extent the project has impacted your teaching and/or student learning.

## Evaluation Rubric for Educational Research Mini-Grant Proposals

	5-4 <b>Outstanding</b>	4-3 <b>Acceptable</b>	2-0 <b>Unsatisfactory</b>
<b>Research Question</b>	Research question is clearly stated, specific, measurable, and addresses an S&T teaching/learning problem. The question describes the setting for the research	Research question is clearly stated, measurable, and addresses a specific S&T teaching/learning problem.	Proposal does not include a research question, or simply wants to start a new course. Or the question is not clear, specific, or measurable.
<b>Project Purpose and Impact</b>	The purpose of the project is clearly defined, with a thorough explanation of why this research question is being explored. Project has the potential to be transformative within and beyond the course. A thorough literature review has been conducted.	The purpose of the project is clearly defined, with some explanation of why this research question is being explored. Project has the potential to be transformative within the course. There are at least 5 references in the literature review.	The purpose of the project is unclear, and/or it is unclear why they are addressing this research question. Literature review is absent, and/or the project does not have the potential to be transformative in nature.
<b>Objectives/ Outcomes</b>	Project objectives are clearly stated, achievable, and measurable. All outcomes align with the research question/purpose.	Most project objectives are clearly stated, achievable and measurable. Most outcomes align with the research question.	Project outcomes are not stated, unclear, unrealistic, or not measurable. There is a disconnect between objectives and research questions/purpose.
<b>Methodology &amp; Timeline</b>	There is a clear, detailed plan for accurate and valid data collection (activities and tools are described). Data collected will directly address project objectives. Timeline is provided and fits within the award cycle.	There is a clear plan for data collection (activities are described). Data collected will address most project objectives. Timeline is provided and fits within the awards cycle.	The plan for data collection is unclear. And/or data collected will not address the project objectives. Timeline is absent.
<b>Evaluation Plan</b>	Appropriate assessment methods to determine outcomes are described. Researchers describe how they will know the extent to which their objectives are achieved. Results will support or refute the research question.	Assessment methods are described. Results will support or refute the research question.	Assessment methods are not described, and/or there is a disconnect between the results and the research question.
<b>Budget</b>	Each budget item is clearly linked to a specific activity. Each budget item directly correlates to the successful completion of the project. The amounts are clearly explained and based on expected costs.	Most budget items are linked to a specific activity. Each budget item correlates to the successful completion of the project.	Budget is not itemized. Budget items do not correlate to the successful completion of the project.
<b>Communication/ Dissemination</b>	Proposal describes how the results will be applied in the classroom <i>and</i> beyond the grant cycle. Other S&T faculty are likely to access and use the results. A plan is described to disclose research results on campus and beyond campus.	Proposal describes how the results will be applied in the classroom. A plan is described to disclose research results at the Missouri S&T spring conference or other venues.	Proposal does not describe how the results will be applied in the classroom and/or beyond the grant cycle. No plan is described to publicize and disclose research results.

Adapted from O'Loughlin, V. D. (2006). A how to guide for developing a publishable Scholarship of Teaching project. *Adv Physiology Educ*, 30:83-88. Retrieved from [https://www.academia.edu/20790279/A\\_how\\_to\\_guide\\_for\\_developing\\_a\\_publishable\\_Scholarship\\_of\\_Teaching\\_project](https://www.academia.edu/20790279/A_how_to_guide_for_developing_a_publishable_Scholarship_of_Teaching_project)

## Educational Research Grant Proposal Template

Center for Advancing Faculty Excellence

<https://cafe.mst.edu/educationalresearch/educationalresearchfunding/educationalresearchmini-grant/>

Proposal Deadline: June 10, 2022

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_

Applicant Title(s): \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Department(s): \_\_\_\_\_

Project Title: \_\_\_\_\_

Course(s) Involved: \_\_\_\_\_

Course Details (if applicable) – anticipated enrollment, number of sections, distance component, etc:

Department Chair (name): \_\_\_\_\_

(email): \_\_\_\_\_

Department Chair Signature:

\_\_\_\_\_  
(signature) (date)

If full-time staff:

Supervisor (name): \_\_\_\_\_

(email): \_\_\_\_\_

Supervisor Signature:

\_\_\_\_\_  
(signature) (date)

**Research Question:**

- What specific educational research question or problem are you addressing? State in question format. (Note: Make sure the question is measurable)

**Purpose, Impact and Objectives:**

- Explain the background behind your research question.
- How has this topic or problem been addressed at other universities (literature review with at least 5 references)?
- What are your objectives, and what are the potential outcomes?
- Explain how researching/addressing this topic or problem has the potential to impact the learning environment at Missouri S&T.

**Methodology and Timeline:**

- Describe the activities that will be performed to collect data. Who will perform them?
- What tools and processes have been used to address similar research?
- What are the major benchmarks and deadlines?

**Evaluation:**

- Describe how the data will be analyzed.
- How will you know when your objectives have been achieved?

**Budget and Justification:**

- Provide a line-item budget that is associated with the specific project activities

**Deliverables and Dissemination:**

- Where, how, and with whom will you share your results?
- How will results be applied in the classroom beyond the grant cycle?
- How will the results of the project be publicized with others at S&T (or outside of campus)? Who might benefit?