



GUIDELINES FOR SUBMISSION

Deadline: May 1st of current fiscal year

Request for Proposals Information

PURPOSE:

This grant is to fund activities intended to enhance the knowledge of the instructor and the reputation of the institution. This includes, but may not be limited to, instructional and professional development, program development, learning from an expert in the field, and research projects.

PROPOSALS:

Each proposal must include a brief description of the project, goal(s) of the project, how the project will improve pedagogical and/or disciplinary knowledge and skills of the individual, and how it supports the mission and reputation of the university.

Priorities:

Priorities will be given to proposals as follows:

- Proposals that focus on the University of Central Missouri's Reasons to Believe: engaged learning, future-focused academics, worldly perspective, and a culture of service; our statewide mission; and KPIs of student success, growth with quality, sustainability, and efficiency.
- Cross-disciplinary projects are encouraged, but not required.
- Proposals that call for the use of collaborative teaching and learning strategies, and student use of emerging technologies for teaching and learning are encouraged.
- Projects that are new to the University of Central Missouri.

ELIGIBILITY:

- All full-time faculty are eligible to apply for funding.

AWARDS

- The total amount available for funding varies from year-to-year. Awards will be based on the scope of the project and will range from \$500.00 - \$1,000.00, based on conference location.
- Requests must be made at least one month prior to travel.
- Applications are reviewed and approved as received in DLII.
- Funds are awarded on a first-come, first-served basis.
- One Academic Advancement grant is awarded per faculty member, per fiscal year (July 1 - June 30th).
- Some proposals may receive partial funding; therefore, applicants must clearly prioritize within the application the most essential budgetary elements of the proposal.
- Grant funding awarded must be encumbered by May 31.
- If an awardee cannot attend the workshop, seminar, etc., originally approved for funding, the grant funding cannot be transferred to another grant request without reapplication and cannot be rolled forward into the next fiscal year.

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1. Complete DLII's Academic Advancement Grant proposal form available online at: [DLII Grants](#)
 2. Deadline: May 1 of current fiscal year.
 3. Completed applications can be emailed to: Carol Knight at cknight@ucmo.edu or sent via campus mail to JCKL 1440, you may also drop off at DLII in JCKL 1440.
 4. Grant funds awarded must be encumbered by May 31. Grant funds cannot be rolled over into the next fiscal year.
 5. Academic Advancement grants are to improve quality of instruction and the reputation of UCM. DLII offers other grants that support institutional development, bringing speakers to campus, etc. For a list of grants, please go to: <https://www.ucmo.edu/offices/digital-learning-and-instructional-innovation/resources/grants>.
 6. **Please attach documentation of reservations, registrations, travel, etc.**
 7. Upon completion of this grant request, please send copies of all paperwork (Payment Request, Chrome River Expense Report, etc.) used to support this request to Susan Delap at sdelap@ucmo.edu or Humphries 410C.
Once paperwork has been received, a budget amendment will be processed to transfer funds from DLII to the budget number provided on the paperwork.
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