

INSTRUCTIONAL DEVELOPMENT GRANT

TRAVEL GRANT APPLICATION FORM

Travel grants of up to \$1500 may be awarded to support travel to conferences, workshops, seminars, etc., where the primary emphasis is on teaching and learning. Conferences, workshops, seminars, and courses that focus on the content of a particular discipline or profession (e.g., a discipline-specific course to increase instructors' knowledge of their discipline) will not be supported. Travel grants may also be used to bring speakers or consultants to Saint Mary's to disseminate information related to teaching and falling within the scope outlined below.

Scope

Conferences, workshops, seminars and the like that aim to improve teaching and learning practices and to increase student learning will be considered, such as those that:

- focus on methods of teaching and learning in general (e.g., a conference devoted to teaching and learning in higher education; workshops on collaborative learning, team teaching, assessment, etc.)
- focus on methods of teaching and learning in a specific discipline (e.g., a workshop on how to teach math)

Eligibility

Travel grants are available to Saint Mary's full and part-time teaching faculty and professional librarians.

Application Procedures

Submissions should be made using the Travel Grant Application Form to the Director, Centre for Academic and Instructional Development, for consideration by the Quality of Teaching Subcommittee on Instructional Development Grants.

Applications may be submitted at any time during the calendar year. Successful applicants may be asked to report on their travel experience (conference, workshop, etc.) to other interested faculty members, or write an article for the Quality of Teaching newsletter, *Teaching and Learning at Saint Mary's*. Successful applicants are requested to acknowledge the Quality of Teaching Committee and the Centre for Academic and Instructional Development in presentations or reports on their travel experience.

Description of Project

Applications must include:

- a typewritten 250-300 word description of the nature of the travel, and its relevance to teaching and learning at Saint Mary's
- a description of the applicant's role in the conference, workshop, etc. (i.e., conference presenter, workshop convener, non-presenting participant, etc.); or, a description of the speaker(s) or consultant(s) role in the conference, workshop, etc. when the grant is used to bring a speaker or consultant to Saint Mary's
- a copy of the conference program and/or a link to the conference website
- the preferred method of reporting on the outcomes of the travel

Applicant Information

Name(s): _____

Full time faculty or librarian

Part time faculty or librarian

Department(s): _____ Phone: _____

Fax: _____ E-mail: _____

Estimate/Description of Expenditures

Transportation (air, taxi, bus, train, car rental)	\$
Accommodations	\$
Meals & Per Diem	\$
Other (conference registration fees, etc.)	\$
Total	\$

Co-sponsoring Information

Total amount requested from the Quality of Teaching Committee: _____

Will this grant fully fund your project? Yes No

Where sums of money required for the project are larger than the Grant total (\$1,500), applicants are encouraged to search out matching funds.

If this Grant will not fully fund your project, have matching funds:

Been sought out? Yes Source _____ No

Have matching funds been: Approved Pending

Priority will be given to projects that are fully funded by this Grant or where matching funds have already been requested/approved.

Amounts awarded are subject to availability of funds.

Signature

Applicant: _____ Date: _____

Potential applicants may wish to consult a member of the Quality of Teaching Committee's Sub-Committee on Instructional Development Grants before submitting their application. Contact the Centre for Academic and Instructional Development for the names of current Sub-Committee members.

Please email your application to the Centre for Academic and Instructional Development, caid@smu.ca

The Quality of Teaching Committee reserves the right to make amendments to the above guidelines and criteria.