



**BALL STATE**  
UNIVERSITY

# Creative Teaching Grant

## 2024-2025 Application Manual

OFFICE OF THE VICE PROVOST FOR ACADEMIC AFFAIRS  
AD 326  
285-3716

# Creative Teaching Grants 2024-2025

## March 2025

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Proposal due:

**Mar 25, 2025**

## April 2025

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27	28	29	30			

## Application Process Checklist

### PROPOSAL CONTENTS

- ☐ Cover pages
- ☐ Project design
- ☐ Budget
- ☐ Attachments
- ☐ Optional support material
- ☐ Chair's letter of support

### PROPOSAL SUBMISSION

- ☐ No paper application will be accepted
- ☐ Application to be emailed to: Dr. Juntae Jake Son ([jjson@bsu.edu](mailto:jjson@bsu.edu)) by March 25, 2025
- ☐ File name format is: LastName\_FirstInitial.doc

## Committee Members 2024-2025

**Juntae Jake Son** (CMID)  
**Imran Syed** (Management)  
**Ashley Minix Donnelly** (Media)  
**Kazumi Matsumoto Cantrell** (Japanese)  
**Jill Bradley-Levine** (Educational Studies)  
**Stephen Campbell** (Music)  
**Christina Lynn Doll** (Nutrition & Health Science)

*Student reps:*  
**Keegan Cook** (Undergraduate)  
**Yuki Shiiba** (Undergraduate)

**Prince Danquah** (Graduate)  
**David Caudill** (Graduate)

*Ex-officio*  
**James Buss** (Honors College)

## Table of Contents

<i>Application Process Checklist</i>	<i>ii</i>
<b>Table of Contents</b>	<b>iii</b>
<b>Introduction</b>	<b>1</b>
<i>Eligibility</i>	<i>1</i>
<i>Goals</i>	<i>1</i>
<i>Time Commitment</i>	<i>1</i>
<i>Deadlines</i>	<i>2</i>
<i>Grant Amount</i>	<i>2</i>
<b>Application Process</b>	<b>3</b>
<i>Application Format and Contents</i>	<i>3</i>
A. <i>Cover Sheet</i>	<i>4</i>
B. <i>Project Design</i>	<i>4</i>
C. <i>Budget Narrative and Allocations</i>	<i>4</i>
D. <i>Proposal Attachments</i>	<i>5</i>
E. <i>Additional Material</i>	<i>5</i>
F. <i>Budget Regulations</i>	<i>5</i>
<b>Review Process</b>	<b>6</b>
G. <i>Review of Application</i>	<i>6</i>
H. <i>Decision and Notification</i>	<i>6</i>
<b>Responsibilities of Award Recipients</b>	<b>6</b>

## Introduction

Creative Teaching grants are administered by the Creative Teaching Committee, a standing committee of the Faculty Council of the University Senate. The Office of the Vice Provost for Academic Affairs provides administrative assistance and clerical support. The Committee solicits proposals from the faculty, reviews and assesses them, and then recommends which proposals merit funding to the Provost and Executive Vice President for Academic Affairs. This *manual* provides information and guidelines to the grant process, as well as forms for submitting a proposal.

### *What is “Creative?”*

The Creative Teaching Committee, without deigning to define “creativity” for all domains of knowledge, seeks creativity that is embedded in a particular context, contains elements of risk, and affects people. In evaluating proposals, the Committee will use the following questions to help establish a threshold or minimum criteria for “creativity.”

- Is the proposal a shift in teaching practices in your field, your department, and your teaching?
- What are the risks associated with the shifts in practices? How will you manage these risks?
- What impact do you expect this shift in practices to have on your students, yourself, and your department? What is the basis for your expectations? Do you see longer-range impacts on the discipline?
- What outcomes do you expect from your project? How will you recognize the outcomes?

Proposals should address these questions so reviewers who are not specialists may recognize the creative elements of teaching in your discipline and domain of knowledge.

### *Eligibility*

Faculty members holding tenure, tenure track or academic year contract appointments in any academic unit of the University may apply. Faculty members with differing expertise and wishing

to collaborate on a proposal must clearly explain each individual’s assignment or responsibility.

**Ineligible Projects:** Awards will not cover those projects leading to an advanced degree. Award recipients from previous years must have fulfilled all required outcomes from earlier grants, including final reports and public presentations of results, to be eligible for another award. As part of the review process, the Creative Teaching Committee may review outcomes from previous awards to the applicant(s).

Burriss School and Indiana Academy teaching staff are eligible. Projects must have a direct impact on undergraduate teaching.

Creative Teaching grants support and promote the undergraduate teaching mission of the University. The (required) Letter of Support from the department chair should verify that the applicant satisfies conditions for the program. If a question of interpretation arises, the applicant or chair may contact the Committee Chair.

### *Goals*

Creative Teaching grants support intensive development of pedagogical resources for a course, a program, or a curriculum component. Proposals should address one or more of the following goals:

- Foster creative or innovative instruction for students within Ball State University;
- Contribute to the enhancement and diversity of student learning; and
- Provide long-term benefit to the teaching and learning processes at Ball State University.

### *Time Commitment*

Proposals receiving Creative Teaching grants require resources and time. To help plan uses of time, flexible budgeting guidelines for a grant allows devoting a summer term or arranging for assigned time during fall or spring semester. It is the responsibility of applicants to discuss all personnel matters with appropriate chairs and deans. Discussing assigned time is especially

important since Creative Teaching grants do not guarantee assigned time.

The Committee requests that department chairs address the issue of assigned time in the Letter of Support. Contract faculty members represent a special case in this regard; therefore, the Committee welcomes guidance from the chair. The Committee bases its review of proposals on the need for funds rather than the need for assigned time.

### *Other Internal Grants*

A proposal can be funded in only one internal grant program, even though an application may be considered for several programs. Thus, a successful applicant in the Creative Teaching category will not be eligible for an award in either the Research or Creative Arts categories. In addition, faculty may not participate in two different Creative Teaching grant submissions in a single year.

### *Deadlines*

Complete applications are due to Dr. Juntae Jake Son by 5:00 p.m., March 25, 2025.

## **Grant Amount**

Awards may be up to \$7,500 or 11% of salary, whichever is less. (The stipend may not exceed 11% of salary.) If a proposal is deemed worthy of an award larger than available funds, the award letter will so state. However, the award limit would still apply.

Creative Teaching proposals must include a Budget narrative that links to the goals.

Please note: Creative Teaching grants are awarded per proposal, not per project director.

# Application Process

## *Application Format and Contents*

Applications to the Creative Teaching Grants Program are due to the committee chair by 5 p.m. on the date of the application deadline. The proposal should contain all the required components in the proper order, with appropriate signatures. The proposal should be lucid and easily understood by colleagues in any discipline. The assessment of the review committee is the final decision.

**FORMAT:** Use the headings below in the order listed. Please use a standard 10-point font and continuous pagination. Photocopies must be clear and sharp.

**Cover Sheet** (pages 1 and 2 sent in a separate document)

***I. Project Design*** (beginning on page 3, ending on or before page 11, including budget section below)

- A. Statement of the Activity
- B. Review of Literature
- C. Project Significance
- D. Methods/Timetable/Resources
- E. Assessment
- F. Dissemination
- G. Relationship of Proposed Project to Other Projects
- H. Extrinsic Merits

***II. Budget Narrative and Itemization*** (must not exceed page 11)

- A. Budget Itemization (separate page)
- B. Budget Narrative

***III. Proposal Attachments***

- A. Brief Curriculum Vitae
- B. Potential Funding Opportunities
- C. Literature References
- D. Letter of Support from Department Chair

***IV. Additional Support Material*** (optional)

Please submit only one package of support material via email to the committee chair by 5:00 p.m. on the deadline date for the award- March 25, 2025.

## A. COVER SHEET

The application Cover Sheet provided (separate document) is required.

**APPLICANT INFORMATION:** The project director is the person responsible for the project and is the one who will file the final report on the project. Co-project director(s) are those who play major roles in the proposed project but do not actually manage the project. All correspondence regarding the grant will be sent to the designated project director.

**TITLE:** The title of the proposed project should be brief and self-explanatory. Limit the title to 80 characters including spaces.

**ADDITIONAL REVIEWER REQUEST:** Applicants have the option of requesting an additional reviewer who is not serving on the review committee. Every attempt is made to locate a BSU faculty member who is familiar with the field of the proposed project but located in a department other than that of the applicant.

**OFFICIAL SIGNATURES:** You must submit one copy of the proposal which contains the original ink signatures of the project director(s), department chair(s), dean(s) and all other units associated with the proposed project.

**PROJECT SUMMARY:** Limit the project summary to the space provided. Describe the goals and the project plan.

**BUDGET SUMMARY:** A summary of the proposed project budget is required. A more detailed itemization and a budget narrative is included in part C below.

## B. PROJECT DESIGN

**STATEMENT OF THE ACTIVITY:** Describe exactly what you plan to do for this project stating clearly your goals and objectives. Explain the nature of products or materials you expect to produce. Tell the story of your project with special attention to its place in pedagogical frameworks.

**REVIEW OF LITERATURE:** The literature review should cite major references, but it should not be exhaustive. If appropriate, discuss

where the proposed project fits into existing scholarship or literature.

**PROJECT SIGNIFICANCE:** Describe for a colleague outside your discipline why the project should be undertaken. Explain the relationships to improving your teaching methods, course content, or production of materials. Identifying clearly who the project beneficiaries are and why this project will "make a difference" in the classroom may help the Committee understand your intentions.

**METHODS/TIMETABLE/RESOURCES:** This information helps the Committee judge if your plans are feasible. Provide enough detail that the reader will understand exactly what methods and tools you plan to employ from your discipline. Explain what other human, financial, or technical resources you will use to implement the activity and describe how you have confirmed their availability. Include a timetable for all preparation.

**ASSESSMENT:** Include a plan for assessing the project goals and objectives.

**DISSEMINATION:** Plans for dissemination of project outcomes add value to your proposal. They are required.

**RELATIONSHIP OF PROPOSED PROJECT TO OTHER PROJECTS:** Indicate the relationship—if any—of this proposed project to your other internal or external projects, whether funded or pending. If this is a resubmission of a previous proposal that was not funded, please note this.

**EXTRINSIC MERITS:** Applicants should also address the potential of the project for further investigation.

## C. BUDGET NARRATIVE AND ALLOCATIONS

Creative Teaching grants provide faculty stipends on portions of projects carried out during summer terms and course buyouts for faculty for project work carried out during the academic year. The budget narrative gives the rationale for allocations.

**Please note:** Assigned time through course buyouts requires planning with and approval of de-

partment chairs. Applications should include a statement that these negotiations have been completed when assigned time is part of the budget. The department chair's Letter of Support should confirm the arrangements.

The Creative Teaching Grants Program should not be viewed as the sole source of support. Academic departments, colleges, interdisciplinary programs, and computing technology programs are other internal sources. The Creative Teaching Committee recognizes basic differences between creative teaching projects and research projects; therefore, securing external funding is not a requirement. However, evaluations lay emphasis on coordinating resources to produce better results.

To provide maximum benefit, Creative Teaching grant funds awarded to faculty should be expended as early in the project period as possible.

**BUDGET ITEMIZATION:** Indicate the source of funding for all project expenses — Creative Teaching grant or other source—under the appropriate category headings: Stipends, Student Wages, Supplies & Equipment, Travel, and Other Expenses. Proposals should not include stipends for faculty during the academic year. Please print your budget on a separate sheet of paper listing all anticipated expenses. A sample budget is included in the appendix.

**BUDGET NARRATIVE:** Your budget narrative explains the rationale for the budget showing a clear connection between the project and its budget. Include any details you think the Creative Teaching Committee will need to understand your figures. Also include support committed by departments, colleges, or other university units. Because of limited funds, the Creative Teaching Committee may need to judge whether your proposal can go forward with partial support.

## D. PROPOSAL ATTACHMENTS

Provide a brief curriculum vitae that includes a statement of applicant's qualifications. The vitae should include citations that are relevant to the

proposal rather than an exhaustive listing of publications and presentations.

Describe other funding sources that will support the project or activities that grow out of the project.

A Letter of Support from the appropriate department chair(s) should verify personnel status (full-time, course load, assigned time, etc.) and general support for the project as a contribution to the teaching mission of the department or college.

## E. ADDITIONAL MATERIAL

Applicants may submit *one* copy of up to three of their publications or other technical materials in support of the proposal. A single copy of these materials remains on file for the Committee to review during the competition; however, the Committee is not obligated to review this material. After the awards are determined, support materials will be returned to applicants.

## F. BUDGET REGULATIONS

Funds may not be used to pay faculty or staff salaries. Faculty may receive stipends during the summer but not during periods when receiving salary from the University.

Applicants arrange assigned time (a.k.a. course buyouts) with appropriate chairs and describe the arrangement in the budget narrative.

The University nepotism policy is applicable to all employees on a Creative Teaching grant.

All equipment, tangible materials, books, and media purchased on a grant are property of the University.

All budget expenditures must conform to accepted University accounting policies and procedures.



## Review Process

### G. REVIEW OF APPLICATION

The Creative Teaching Committee reviews each proposal according to its own merits and the extent to which the project meets stated guidelines.

The Creative Teaching Grants Program operates with the expectation that all involved will adhere to high standards of professionalism and ethical practice.

The Committee chair may request clarification from an applicant.

Similarly, an applicant may wish to update an application by informing the Committee chair about post-deadline developments relevant to the proposal.

In unusual circumstances, the grant applicant or the Creative Teaching Committee may request a proposal be reviewed by someone not on the

Committee. Applicants may request such an outside review on the Cover Sheet of the proposal.

The review committee may also review final reports from previous internal grants projects awarded to the applicant.

### H. DECISION AND NOTIFICATION

The Creative Teaching Committee recommends proposals for support along with funding levels. The Committee chair forwards these recommendations to the Provost who finalizes the awards. Awardees indicate acceptance by signing and returning the agreement form.

All applicants receive a letter informing them of the award recipients.

Unsuccessful applicants may request a response from the Committee in order to improve proposals in subsequent years. This response will not abridge confidentiality of the review process.

## Responsibilities of Award Recipient

To receive an awarded grant, the Project Director must sign an agreement that includes the following kinds of stipulations:

Grant recipients agree to complete the project as awarded and comply with standard university purchasing and accounting procedures.

All publications, media, press releases, or other presentations that result wholly or partially from this funded project must acknowledge Ball State University Creative Teaching grants as a source of support.

In cases where a project produces intellectual property, the project must be disclosed to the Sponsored Projects Administration Office and the University's Patent and Copyright Committee.

Projects involving the use of human subjects, animals, radioactive, recombinant DNA or other bio-hazardous materials must receive approval from the appropriate committee to comply with federal and state regulations before the project

begins. This requirement for compliance applies to all ongoing projects, whether or not funded by a Creative Teaching grant. Contact the Sponsored Projects Administration Office for required compliance materials.

Award recipients agree to serve as outside reviewers for future Creative Teaching Grants proposals, if asked. They are also required to complete a final report and present a final project presentation. That presentation will be arranged with the Office of the Vice Provost for Academic Affairs.

Two copies of the final report will be submitted. One goes to the Committee chair and a second copy is forwarded to the appropriate department chair.