

The Emanuel Teaching Learning Center

Lock Haven University

Application for Support to Enhance Teaching and Learning

Travel support through the Teaching Learning Center is awarded based on the following criteria, in order of priority. It is not meant to serve as travel to conferences for the purposes of presenting papers or workshops, but it is meant to help faculty develop their pedagogical skills by attending conferences and workshops that provide an opportunity to do so. Faculty may receive funding one time during an academic year, unless otherwise noted. The maximum award is established annually by the steering committee (AY 2008-2009 maximum was \$400). Funds should be requested prior to travel, etc. You should attach conference or workshop information, travel request authorizations form, and information regarding other funding received or available. When completed, *five copies of your proposal* should be sent to Chair of the TLC Grants Committee: Cindy Allen at 608 Robinson. If you have questions, please call Cindy at 484-2295.

1. The *enhancement* of the faculty member's knowledge and skills in the area of *teaching and learning*.
2. *Impact*: The information, materials and/or skills acquired must be shared with fellow faculty upon completion of project. In addition to a demonstration or discussion, a report should be forwarded to the Chair of the TLC Grant Committee by the end of the calendar year in which the grant was received. Will your project benefit faculty in your own departments or in others as well?
3. *Qualifications*: Does this project enhance those in which you have already engaged or is it a new one?

The following may also be taken into consideration:

1. priority of workshop/conference, etc., in terms of the TLC mission
2. availability of matching or other funds
3. funding already received through TLC
4. date of application

TLC GRANT APPLICATION

Cover Sheet

Name of Applicant: _____ Phone: _____

Name of Project, Conference/Workshop: _____

Date of Conference/Workshop/Other: _____

Location: _____

(Attach the title page or relevant excerpt from a brochure, etc., indicating the nature of the conference/workshop/other project and also attach a photocopy of your Travel Request and Authorization form, and any other helpful information.) Cindy Allen at 608 Robinson or Ed Jensen at 317 Courthouse Annex. If you have questions, please call Cindy at 484-2295 or Ed at 484-2471.

Amount Requested: \$ _____ (\$400 maximum)

Information and materials acquired will most likely be of interest to whom on campus?

_____ all teaching faculty

_____ the following department(s) : _____

_____ other (please specify): _____

Are any additional sources of funding available to support this travel?

No _____ Yes _____ Amount _____ Source (e.g. Dean) _____

Have you ever received or applied for travel support from the TLC?

_____ No

_____ Yes (specify project, date, and amount awarded): _____

Proposal Received: _____

Grant Approved: YES _____ NO _____ Amount: _____ Cost Code: _____

Date: _____
TLC Faculty Travel Grants Committee Chair

Date: _____
V.P. for Academic Affairs

RATIONALE

What are your reasons for attending this conference/workshop or participating this project? What do you hope to learn at through this project that is unique and that will contribute to your teaching and student learning?

Please explain how you plan to share this information and/or materials (e.g., via a lunch discussion presentation or workshop, etc.) with colleagues who will benefit from this project. Please indicate the format and length of your proposed session and an approximate date on which you can offer it.

Please provide any other information that will help clarify your intent and purpose.