# LUCAS GRANTS FOR FACULTY TEACHING & CURRICULUM DEVELOPMENT

## OVERVIEW

Lucas Grants for Faculty Teaching and Curriculum Development are intended to fund projects that directly contribute to the improvement of curriculum and teaching at MICA.

## WHAT LUCAS GRANTS FUND

The Lucas Grant can be used for activities including, but not limited to, the following activities:

- Conference attendance and involvement, including presentation of a paper about coursework, academic programming, or course project activity; chairing a conference panel about curriculum or teaching, et cetera

- Training/workshops for new technical skills or new technology the faculty plans to integrate into teaching

- Training for assessment or participation in assessment conferences and workshops

- Training for faculty to learn approaches to address and integrate diversity and inclusion into the classroom and teaching (such as training for faculty to work more effectively with English Language Learners in their classrooms)

- The full purchase price of software or equipment up to, but not exceeding, $2,000 after taxes and fees[1].

- Pay businesses for their services towards the improvement curriculum and teaching (eg. Hiring an industry consultant to provide specialized training on a new piece of machinery or software)

## WHAT LUCAS GRANTS DO NOT FUND

- The grant **may not** be used to fund or subsidize direct costs associated with the delivery of a course and teaching itself such as admission fees, supplies or supplemental materials, travel and lodging costs for students and/or faculty, or visiting lecturers/additional teachers, etc.

- The grant **does not** fund rental fees such as studios, offices, and other workspaces.

- The grant **cannot** be used towards paying individuals for contracted labor (eg: hiring an assistant for a project).

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[1]***Please note the following:*** purchases exceeding the $2,000 threshold **is not** allowed (for any amount). Software and equipment purchases must be disclosed in the budget of your application, should not be combined with any other purchases, and will become the property of the awardee.

- The grant **does not** fund activities associated with one's professional, creative, or scholarly research outside of curricular improvement and teaching (See Brenner Grant and Research Grant Prospectus).

*For further information about the general terms for all MICA internal grants please refer to the* [*Faculty Grants Starter Guide*](#)*.*

## ELIGIBILITY

All full-time faculty are eligible to apply for Lucas Grants for Faculty Teaching and Curriculum Development. Part-time faculty who have taught nine credits per academic year for the past two consecutive years are also eligible to apply for Lucas Grants. **Previous awardees are not eligible for funding in consecutive rounds.**

## AWARD PERIOD

Spending for grants must be completed within 12 months from the date funds were awarded. Awardees may request a single extension of up to 6 months; approval of such extensions are at the discretion of the Office of Research. The total award period is never to exceed 18 months.

## EVALUATION PROCESS

Each grant application is reviewed for eligibility by the Office of Research based on the standards listed above. The Faculty Grants Committee, an interdisciplinary group of full-time faculty, then individually scores each eligible application using the criteria outlined below. The committee then meets to review and finalize the awards based on available funding.

## EVALUATION CRITERIA

Grant proposals will be scored and evaluated by the Faculty Grants Committee using the criteria outlined solely in the rubric below. In the event that two or more proposals are scored equally by the committee, priority will be given to an applicant who did not receive an award in the previous awards cycle. Additionally, new grant proposals will be given priority consideration for funding over resubmissions of older proposals.

| LUCAS GRANTS FOR FACULTY TEACHING & CURRICULUM DEVELOPMENT RUBRIC | | | |
|---|---|---|---|
| **Quality of the Application** | 3 | 2 | 1 |
| *Clarity of writing* | The writing of the proposal clearly and concisely states the argument and provides appropriate context and justification. | The writing of the proposal either does not clearly and concisely state the argument, **OR** is missing appropriate context and justification, **but not both** | The writing of the proposal does not clearly and concisely state the argument, and does not provide appropriate context and justification. |
| *Thoroughness of budget* | The budget provides itemized costs, details, and an accurate total. | The budget is present but does not itemize costs, provide detail, and/or does not accurately total. | Funds are requested without an itemized budget. |
| **Quality of the Project** | 3 | 2 | 1 |
| Participation of the applicant | The applicant demonstrates they are a full participant in–and contributor to–the proposed activity/ project. | The applicant demonstrates they are a participant, but has a minor role in the proposed activity/project. | The applicant demonstrates they are attending, but not contributing to, the proposed activity/project. |

| | 3 | 2 | 1 |
|---|---|---|---|
| Feasibility | The applicant demonstrates that the proposed activity/project is feasible given the budget and timeline for the work. | The applicant demonstrates that either the timeline **OR** the budget for the proposed activity/project is feasible, **but not both.** | The applicant does not demonstrate enough funding and or time is allocated to complete proposed activity/project . |
| *Contribution to teaching and curriculum* | The proposed project clearly demonstrates its contribution to the improvement of teaching and the curriculum, and also serves as a model that others can use and adopt. | The proposed project demonstrates how it will contribute to the improvement of teaching and the curriculum of the applicant, **OR** teaching and the curriculum at MICA as a whole, **but not both**. | The proposed project does not demonstrate a contribution to the applicant's individual teaching and curriculum, or towards the advancement of teaching and curriculum at MICA. |
| *Relevance to the applicant's teaching practice* | The proposed project clearly demonstrates its relevance to the applicant's teaching practice by providing clear examples and context for the value of this work. | The proposed project states its relevance to the applicant's teaching practice, **OR** has clear example(s) or a description establishing context for the value of this work, **but not both**. | The application does not clearly articulate the relevance of the proposed project to the applicant's teaching practice and there are neither examples nor context provided for the proposed work. |
| *Excellence/Originality/ Impact* | The project represents a unique opportunity, an original and or notable idea, or a remarkable revisioning or expansion of teaching practice at MICA. | The project will improve the applicant's teaching but doesn't represent a new or notable idea and/or a strong departure from familiar teaching practices at MICA. | The project doesn't bring substantially new or notable thinking, new knowledge, or new practices in pedagogy at MICA. |

## LUCAS GRANT APPLICATION GUIDELINES

Submit applications via SlideRoom here.  SlideRoom requires applicants to login (as an existing user) or sign-up (as a new user) in order to access the application form. SlideRoom will ask you for basic demographic and contact information as well as  provide prompts for each of the following items:

- Project Name/Title
- Project Abstract (750 Character Limit)
- Please outline your participation in the proposed activity. (750 Character Limit)
- Explain how the proposed activity contributes to the development of curriculum and teaching within the MICA community. (750 Character Limit)
- Describe how the proposed activity is relevant to your personal teaching practice. (750 Character Limit)
- Provide a brief work plan describing what you will accomplish through the use of grant funds. Outline your method(s) and clarify the part or stage of the activity that will be supported by grant. (750 Character Limit)
- In what ways does this project represent a unique or original idea, practice, or development within the context of MICA's curriculum or pedagogy in general? (750 Character Limit)
- Total Funds Requested
- BUDGET (1 page)
  *Upload as a single PDF attachment in SlideRoom. A template to assist you with the budgeting process can be found here.*

- ○ Separate from the Project Description, the budget itemizes detailed expenses, including but not limited to conference or workshop dues and registration fees, travel, lodging, and per-diem.
  - ○ Reference MICA's [Business and Travel Expense Policy](#) to make sure your proposed expenditures are allowable by the college
  - ○ If the grant request is retroactive, include a list of itemized costs already existing in receipts. If the grant request is for the future, be as specific as possible about expected costs.
  - ○ Include a TOTAL of funds requested.
- ● SUPPORTING DOCUMENTS (Optional)
  *Upload as a single PDF attachment in SlideRoom.*
  - ○ Supplemental information may include images with captions, conference programs, and letters of invitation. All documents must have personal identifying information redacted.

## PDF TIPS & GUIDELINES

For assembling Supporting Documents into one PDF, the following link provides information about how to merge multiple documents:
http://www.wikihow.com/Merge-PDF-Files

**Applicants are expected to redact any identifying information from documents they upload in support of their application.** If you are unfamiliar with how to redact a pdf you may want to refer to the following guide:
https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html

## ACCESS TO FUNDS

**All awards will be issued via the normal MICA payroll process within 2 pay periods of the award letter date.**

As a faculty member of MICA, all internal grant awards are subject to both federal income and FICA (Social Security and Medicare) tax withholding. It will be reported to you and the IRS on IRS Form W-2, along with other taxable earnings paid to you by the university. The Payroll Office issues W-2 tax forms in January following the applicable calendar year. Please use personal fiscal oversight to use funds as directed for management and completion of your internal project.

Any projects involving human subject research will not be eligible to receive funds without the proper approvals from the college's Institutional Review Board (IRB). Applicants need not seek IRB approval until after the grant application has been approved.

If the plans for an awarded grant proposal drastically change or differ greatly from the original application, or the project is canceled, the recipient is expected to inform the Office of Research immediately. Although the Faculty Grants Committee may review a request for modification, recipients will likely be asked to forfeit the granted funds in full, and reapply with a new or

alternative proposal in a future grant cycle. Project modifications must be submitted to the Office of Research and approved by the chair(s) of the Grants Committee. The Chair(s) assess the changes against the original project's scope. Requests for modifications that are outside the original scope or timeframe of the original project may require the forfeiture of funds and/or reapplication in a future grant cycle.


## REPORT

Within three months of the project's completion, the grantee is expected to upload a report using this form summarizing the delivery and use of the grants, any publication, or accomplishments achieved with the award. This report should be 250–500 words and include an overview of activities, notable outcomes, and self-evaluation of the project. This report will be used as a record for the Office of Research and Provost's Office and will be shared with the College community via the Faculty Grants website. Additionally, faculty recipients may be called upon to share their project in intra-institutional events.