

**Society for College Science Teachers
Minigrant Request for Proposals (R.FP)**

History of SCST Minigrant Program: In order to encourage its members to undertake scholarly initiatives, in 1987 the Executive Board of the Society for College Science Teachers (SCST) voted to dedicate \$1,000 each year to help college science teachers who were members of SCST initiate projects that advance the objectives of the Society. In 1994, the Board voted to increase the funds to \$1,500. The increase allows SCST the flexibility to fund a greater number of initiatives, or more costly initiatives.

Purpose of the SCST Minigrant Program: The purpose of these funds is to support the goals of SCST through activities that (1) further the development and/or the improvement of college science courses, (2) enhance communication among college science teachers and researchers at all levels, or (3) promote awareness of the significance of exceptional science teaching.

Eligible Applicants: SCST members in good standing may submit Applications either as:

- an individual undertaking and directing, a project him or her self
- a team that includes at least one SCST member who will undertake and direct a project*

(* the SCST member participating, in the proposal activity must be the project director and must sign the application.)

Grant Awards and Cost Sharing Provisions: Two or more Minigrants in the amounts of \$250 to \$1,000 maybe awarded each year. In order to provide as many opportunities as possible for participation in this program grant awards shall not exceed \$1,000. It is also desirable (but not required) for proposals to include support from the principal investigator's institution or other project-aligned groups. These "matching funds" may be in cash, donations, in-kind contribution and other non-cash support.

Duration of the Award: SCST Minigrants will run for one academic year (July 1st to June 30th). Requests for extensions of the grant must be made in writing to both the President and Secretary Treasurer of SCST by May 31st. At no time will an extension longer than twelve months be considered.

Multiyear Projects: The primary goal of this program is to help SCST members initiate projects that will be continued with support from the member's institution or external funding sources. However, the Executive Board realizes that some projects may take longer than a year to effectively implement. All projects that require more than one year to complete must be separated into phases or components that can stand alone in their implementation and be completed in one year. Each phase will be considered as a separate application in the appropriate year, and subsequent funding is not assured by approval of the first year of work.

Activities Eligible for Support: All proposals that address the goals of the Society for College Science Teaching are eligible for a Minigrant award. Initiatives may include:

- conferences, seminars and workshops at the local or regional level for college science teachers.
- lectures or exhibits about science for college teachers, students, high school teachers, and/or the public.
- publication of materials of interest to college science teachers, students, high school teachers, and/or the public.
- articulation opportunities by college teachers to coordinate science education objectives at all levels of education.
- development, testing and/or dissemination of course enhancement techniques for improving instruction in college science classes.

Costs Eligible and Non-eligible for SCST Minigrants:

The following costs are eligible for support:

- honorarium for presenters
- honorarium for consultants
- materials and supplies
- printing, duplication, and mailing
- participant/instructor lodging, food, and travel during local workshops or presentations

The following costs are NOT eligible for SCST Minigrant support:

- faculty salaries and fringes
- participant salaries and fringes
- student salaries and fringes
- professional dues
- indirect costs or overhead expenses
- permanent research equipment
- computer and laboratory hardware

Grant Application Submission, Review and Selection: Applicants for SCST Minigrants may be submitted at any time of the year. Minigrant requests for each fiscal year (July 1) must be received by March 1st of the project year. All proposals will be reviewed and ranked before and during the spring meeting, and will be announced during the annual SCST Business meeting at the NSTA national convention and by letter to the awardee.

Application Format: To be eligible for review, the *entire proposal* must be no more than 6 double spaced pages in length (excluding the Application Cover Page but including the budget information) and typed in legible font of no less than 10 point size. The proposals must include all the components listed under the Contents of Application section described below. Pagination should start after the Application Cover Page with successive numbers placed on the bottom, center of each paper. Seven copies of the entire proposal must be submitted to the SCST President and one copy to the SCST President-Elect.

Application Preparation: All applications must contain the following:

- Application Cover Page with proper signatures
- Project Abstract (on bottom quarter of Application Cover Page)
- Project narrative (beginning on first page of proposal, following the Cover Page)
- Budget Summary (presented on the last page of proposal)

Project Abstract- An abstract of 200 words or less, summarizing the project must be provided on the bottom quarter of the cover page. Abstracts of awarded grants will be published in the SCST newsletter during the year.

Project Narrative- The project narrative should be typed on plain white paper and not exceed 6 double spaced pages. Although 6 pages is the maximum for the proposal, fewer pages are preferred.

The project narrative should use the section headings that follow:

- a. Title of the Project
- b. Statement of Need
- c. Project Objectives
- d. Project Activities
- e. Project Staff
- f. Project Evaluation
- g. Project Time Line
- h. Dissemination of Results
- i. Project Budget Summary

Project Budget Summary: All anticipated expenses for the project should be placed on the Budget Summary. The summary should be in column form and include the headings:

<u>Items</u>	<u>SCST contribution</u>	<u>Institution contribution</u>
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Criteria for Selection: All projects that fulfill the purpose of the SCST Minigrant Program are eligible for funding. Priority will be given to projects that relate to current needs and goals of SCST, projects that promise long-term benefits to college science teachers or courses, and projects that will impact a significant number of people.

Grant Application Rejections: The SCST Executive Board will decide the selection of the Minigrant awards. Proposals that do not follow the Minigrant guidelines or do not meet a minimum standard of quality will be rejected. Unsuccessful applicants will receive a letter explaining the reasons for not funding the initiative.

Final Report: Within 30 days of the end of the grant period, project directors must submit a final report on the initiative to the SCST President. This report must include:

- a narrative indicating the level of achievement
- information about any participants served
- copies of any materials developed
- a closing financial statement of expenditures
- documentation of expenditures

Newsletter Article: Each awardee must write an article for the SCST newsletter that summarizes the project and its achievements. The article should be submitted to the Editor at the time the Final Report is submitted.

For further information, contact:

Dr. Marvin Druger
103 Lyman Hall
Syracuse University
Syracuse, NY 13244-1270

drugersued@syr.edu

**Society for College Science Teachers
Minigrant Application**

Title of Project: _____

Project Director: _____

Work Address: _____

Phone: (____) _____

Fax: (____) _____

E-mail: _____

Amount of Funding Requested: _____

Certifying Signatures:

Project Director: _____

Dept. Head/Dean: _____

Fiscal Officer: _____

Abstract of the project (please limit response to 200 words):