

For Academic Year 2025-2026

DUE DATE: Monday, November 12th, 2024 by 5pm

For questions about accommodations or to request a reasonable accommodation please contact
Som Sayasone by email ctl@csus.edu

[DOWNLOAD, COMPLETE, AND UPLOAD ONLINE ONLY.]

SIGNATURE PAGE

PROJECT TITLE _____

SUBMITTED BY

NAME _____

DEPARTMENT _____

*Use this section for multiple applicants

1 NAME _____

DEPARTMENT _____

2 NAME _____

DEPARTMENT _____

3 NAME _____

DEPARTMENT _____

4 NAME _____

DEPARTMENT _____

5 NAME _____

DEPARTMENT _____

6 NAME _____

DEPARTMENT _____

List Previous Awards

SEMESTER/YEAR	UNIT AWARD	MONETARY AWARD
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Project requires Committee for the Protection of Human Subjects or Animal Care and Use Committee's Approval.

☐ Yes ☐ No

An informational copy of this application has been sent to my college Dean.

☐ Yes ☐ No

1 APPLICANT SIGNATURE _____

Date _____

2 APPLICANT SIGNATURE _____

Date _____

3 APPLICANT SIGNATURE _____

Date _____

4 APPLICANT SIGNATURE _____

Date _____

5 APPLICANT SIGNATURE _____

Date _____

6 APPLICANT SIGNATURE _____

Date _____

DEPT CHAIR SIGNATURE _____

Date _____

COLLEGE DEAN SIGNATURE _____

Date _____

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*You may duplicate this page, if needed for multiple department Chair and college Dean signatures

[STOP. SUBMIT THIS ONLINE ONLY.]

INFORMATION SHEET

(For collaborative proposals, complete this page for each faculty applicant.)

NOTE: Faculty can only receive one Pedagogy Enhancement Award per academic year.

Complete the following information. This sheet will only be used by the Pedagogy Enhancement Subcommittee and will not be considered as part of the application forwarded to the review panels.

THIS IS PUBLIC INFORMATION

NAME _____

EMAIL _____ DEPARTMENT _____ DEPT CHAIR _____

COLLEGE _____ COLLEGE DEAN _____

FOUR DIGIT DEPARTMENT ZIP _____

NUMBER OF UNITS REQUESTED _____

(3 WTU's per faculty member, 6 WTU's maximum per funded project)

TOTAL AMOUNT OF MONETARY GRANT REQUESTED _____

(Awards will not exceed \$500.00 per faculty member, \$1,000.00 maximum per funded project)

(Ensure that this total matches the total on your budget sheet. If you have submitted a proposal with other applicants, the sum of all applicant totals should equal the total cost on the budget sheet.)

APPLICATION TITLE _____

THIS INFORMATION WILL ONLY BE USED BY THE PEDAGOGY ENHANCEMENT AWARDS SUBCOMMITTEE

RANK: ☐ Professor ☐ Assoc. Prof. ☐ Assist. Prof. ☐ **Lecturer

POSITION: ☐ Tenured ☐ Probationary ☐ *Temporary ☐ FERP
 ☐ *Student Services Professional, Academic Related

OPTIONAL:

Home Address _____

City, State, Zip Code _____

Home Phone _____

*Applicable for monetary grants only

**if you are a lecturer in a 3-year contract teaching a full load during your first and second year – you are eligible for the 3 WTU's and monetary grant.

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PROPOSAL ACTIVITY

The format for the proposal is described below. Please be sure to:

- print the "Signature Page" (page 1 of this document)
 - ensure that all faculty applicants sign the "Signature Page"
 - obtain your Department Chair's signature
 - obtain your College Dean's signature
 - submit the following online:
 - ✓ Upload completed "Signature Page" with wet signatures or electronic signatures using Adobe Sign
 - ✓ Complete Information Sheet online in Qualtrics (complete one for each applicant)
 - ✓ Complete Budget Sheet
 - ✓ Ensure that your proposal contains all components listed below:
 - Part I. Proposal Activity that includes: Narrative Summary, Accessibility, Diversity, Time & Resources, Potential for Dissemination;
 - Part II. Other Potential Funding; and
 - Part III (if applicable). [Protection of Human and Animal Subjects Protocol](#) (pdf upload)
 - ✓ Convert your Proposal into a PDF
 - ✓ You will be prompted at the end of the online application to upload your Proposal
- *ENSURE THAT YOUR PROPOSAL HAS THE TITLE CLEARLY VISIBLE AT THE TOP OF THE FIRST PAGE AND DO NOT INCLUDE YOUR NAME ON ANY PAGE OF YOUR PROPOSAL**

CTL webpage <http://www.csus.edu/academic-affairs/center-teaching-learning>

For additional information, contact the Center for Teaching and Learning, at ctl@csus.edu.

FORMAT FOR WRITING THE PROPOSAL

Proposals that do not comply with the format described below will be declared ineligible.

- Font: 12 point
- Margins: One inch
- Spacing: Double-spaced
- Language: Consistent with "Guidelines for Nonsexist Language in APA Journals"
- Pages: 8 pages or less. Note page limits for each section. Reference pages will not count against you.
- Copies: Please note the subcommittee recommends that you keep a copy for yourself and give a copy to your Dean.

SPECIAL NOTE: Applicant Anonymity

Anonymous reviews will be conducted by the committee. Applicants are required to exclude their name from Part I. - Part III. (Proposal Activity: Narrative Summary, Accessibility, Diversity, Time & Resources, Potential for Dissemination, Other Potential Funding, and Protection of Human/Animal Subjects Protocol) of the Application packet.

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PART I. - PART III.

Part I. Proposal Activity

A. Project Title and Narrative Summary of Activity

The narrative should be a detailed statement of the work to be undertaken, **not to exceed three pages**, and should include the following:

1. The scope and nature of the proposed project. Projects should be of a scope or nature not permitted through normal workload assignment.
2. How the project will increase your effectiveness as a teacher-scholar through one or more of the following:
 - a. The development of innovative pedagogy;
 - b. The design and implementation of creative instructional strategies to enhance student learning; or
 - c. The use of new research as a framework to restructure educational programs to improve student learning and/or the quality of coursework offered.
3. How the project aligns with the University Mission to prepare students for leadership, service, and success.
4. Explain the proposed methods for measuring each outcome of the project.

B. Accessibility (one page or less)

All projects must fully comply with the Accessible Technology Initiative (ATI) as articulated by CSU mandate. Describe in one page or less how the project complies (see reference documents below for further information)

- Sacramento State Accessible Technology Initiative:
<https://www.csus.edu/information-resources-technology/ati/>
- [Coded Memorandum AA-2006-41](#) created a process for ensuring compliance with federal and state laws and CSU policy regarding access to information resources and technologies.
- [Coded Memorandum AA-2007-04](#)
- CSU Executive Order 926 policy statement on accessibility: "It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff, and the general public regardless of disability."
<https://www.csus.edu/umanual/it/accessibletechnologypolicy.htm>
- The California State University (CSU) system launched a system-wide Accessible Technology Initiative (ATI) to ensure that each CSU campus follows CSU policy and federal and state laws pertaining to access to information and technology.
<https://www.csus.edu/information-resources-technology/ati/accessibility-statement.html>
- [CSU Coded Memorandum AA-2013-03](#): supersedes all previous CSU coded memorandum related to the Accessible Technology Initiative and implementation of the CSU policy

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- Further resources: Sacramento State Office of Services to Students with Disabilities:
<https://www.csus.edu/sswd/>
- Univ. of Wisconsin Center on Education and Work Web accessibility resources:
<https://www.wisc.edu/accessibility/>

C. Diversity (one page or less)

Describe in **one page or less** how the project responds to the varied needs of the CSUS student population due to differences in age, disabilities, ethnicity, gender, patterns of learning, race, sexual orientation, socio-economic status, etc.

D. Time and Resources (two pages plus budget page)

1. Demonstrate in **one page or less** that the proposed project is realistically attainable within the prescribed time limit by describing the method of accomplishing the project. Also include the following:
 - a. A timeline for how requested hours will be used to meet project milestones and objectives
 - b. A brief description of any preparatory work related to the project
2. Budget Narrative: Demonstrate in **one page or less** why the particular time and monetary resources requested are necessary to complete the project and explain how those resources will be used. Equipment purchases must be integral to the success of the project.
 - In addition to the budget narrative, on the attached Budget Page (6 copies), provide a detailed budget of the resources needed (e.g., assigned time, operating expenses, student assistant/clerical costs, etc.).
 - Use the standard costs listed below for calculating the costs of the budgeted items. If your project requires expenditures above these limits, please provide an explanation of the additional requests.

Standard Costs	
Student Assistant Rate	\$16.00-\$24.00* per hour

*If passed, by January 1, 2025, for employers with 26 or more employees, the statewide minimum wage would increase to \$18 per hour, and employers with 25 or fewer employees would pay the same wage on January 1, 2026. <https://pboadvisory.com/californias-minimum-wage-increase-effective-january-1-2024/>

Note: Requesting funds for faculty salaries other than assigned time is not an appropriate use of the funds.

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E. Potential for Dissemination (one page or less)

Demonstrate **in one page or less** plans for dissemination of project results both on and off the Sacramento State campus.

* Effective January 1, 2024, the minimum wage in California increased to \$16.00 per hour.

Part II. Other Potential Funding

If the application for funding or the assigned time has been made to any other program for this project, provide in the **project summary (section A)** the specifics of such application and how this Pedagogy Enhancement Grant proposal differs and/or complements the other(s).

Part III. Protection of Human and Animal Subjects Protocol
(IRB review and approval not required unless funded)

Pedagogy Enhancement Grant recipients with projects involving the use of humans or other animals as subjects will be required to verify that the proposed research conforms to the University guidelines for protection of human and animal subjects. It will be necessary to provide a copy of the Committee for the Protection of Human Subjects or Animal Care and Use Committee clearance for the proposed research before funds will be released for the Pedagogy Enhancement Grant. (IRB review and approval not required unless funded)

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BUDGET PAGE

Budget (Up to \$500.00 per faculty)

1. **Equipment**

<u>Quantity</u>	<u>Item Name</u>	<u>Total Cost</u>
-----------------	------------------	-------------------

2. **Office Supplies**

<u>Quantity</u>	<u>Item Name</u>	<u>Total Cost</u>
-----------------	------------------	-------------------

3. **Materials/Supplies**

<u>Quantity</u>	<u>Item Name</u>	<u>Total Cost</u>
-----------------	------------------	-------------------

4. **Student Assistants**

<u>No. of Assistants</u>	<u>Total Hours</u>	<u>Total Cost</u>
--------------------------	--------------------	-------------------

5. **Clerical Assistants**

<u>No. of Assistants</u>	<u>Total Hours</u>	<u>Total Cost</u>
--------------------------	--------------------	-------------------

6. **Fringe Benefits**
(Multiply total cost of student and Clerical assistants needed by 11%)
Total Cost

7. **Reproductions (Photocopying, scanning)**

<u>Number of Pages</u>	<u>Number of Copies</u>	<u>Cost per Page</u>	<u>Total Cost</u>
------------------------	-------------------------	----------------------	-------------------

8. **Travel**

<u>Destination</u>	<u>Type & Cost of Transportation</u>	<u>Other Expenses Itemize Cost</u>	<u>Total Cost</u>
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9. **Other**
Total Cost

Total Dollar Amount Requested \$_____

(Total awarded will not exceed \$500.00 per faculty member, \$1,000.00 maximum per funded project)

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*Ensure that this total matches the "Total Amount of Monetary Grant Requested" for each applicant.

Units

Requested for single application _____

Or

Units Requested for multiple applicants _____

APPLICATION CHECKLIST

Title: _____

Place a check in each blank before submitting your proposal.

Signature Page: signatures obtained from

- ____ Applicant(s)
- ____ Department Chair
- ____ College Dean

Page format conforms to guidelines

- ____ 1" margins (top, bottom, left, right)
- ____ Font (no more than 12 point)

Application format conforms to guidelines

- ____ 1. Signature Page (upload online)
- ____ 2. Information Sheet
- ____ 3. Proposal Activity
- ____ a. Title Narrative Summary (3 pgs. or less)
- ____ b. Accessibility (1 page or less)
- ____ c. Diversity (1 page or less)
- ____ d. Time & Resources (2 pgs. or less)
- ____ e. Potential for Dissemination (1 page or less)
- ____ 4. Other Potential Funding (see Part II for details)
- ____ 5. Human/Animal Subjects Protocol Application (required if human or animal subjects are to be used)
- ____ 6. Budget Page (online/only if applicable)

Hard Copies of application

- ____ Applicant (1 copy, recommended)
- ____ Dean of College (1 copy)

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_____ Application Checklist

GUIDELINES

Program Objective

The objectives of the program are:

1. To increase the teaching and scholarly effectiveness of faculty to enhance student learning and success
 - Innovative teaching, scholarship, and research
 - Program customization and outcome-based assessment
2. Promote discipline-specific expertise, programs, collections, and/or curriculum that represents Sacramento State's commitment to a diverse student body
3. To disseminate the results of the project

Eligibility

Probationary, tenured faculty, and FERP faculty during the period of employment are eligible to apply for Pedagogy Enhancement Grants of assigned time and/or money. Student Services Professionals, Academic-Related are eligible to apply for monetary grants.

Full and part-time temporary faculty members are eligible to apply for monetary support but are not eligible for assigned time. Please note that funding for temporary faculty is contingent upon that faculty member receiving a contract indicating an intent to employ for an average of at least six weighted teaching units per semester.

Project Administration

1. The Pedagogy Enhancement Awards Subcommittee will issue the call for proposals and establish the University calendar for Pedagogy Enhancement Grants. Applications are available online at <http://www.csus.edu/academic-affairs/center-teaching-learning> and in department offices.
2. Applications can come from individuals or from groups. Whether an individual or a group makes a proposal, the funding limit for each individual or member of a group is up to \$500 and/or three units of assigned time. Group proposals will be judged on the review panel's ability to understand the specific work done by each group member at any given time. It must be demonstrated that

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each group member is working on a clearly differentiated aspect of the project and that this work is integral to the success of the proposed project.

Proposers must justify how all resources requested will advance one's specific pedagogy. The relationship between the monetary request and the project must be made clear. Although more than one project proposal may be submitted, the total award for an individual may not exceed three units plus \$500. The total award for a funded proposal may not exceed six units plus \$1,000.

3. The Pedagogy Enhancement Awards Subcommittee is charged with carrying out the appropriate reviews of the proposals, recommending proposals for funding, collecting and evaluating project reports and reporting its findings in a year-end report.
4. A review panel may recommend cuts to the time and money requested. If the individual or group decides to accept the reduced award, it will be on the condition that the project, as originally defined, will still be completed.
5. Acceptable project reports from previous grants are necessary for eligibility. Those who failed to submit a project report for a previous PEA award by the specified deadline are ineligible to apply.
6. The Pedagogy Enhancement Awards Subcommittee will forward its recommendations to the Provost and Vice President for Academic Affairs who will announce the awards.

Evaluation Criteria

Proposals will be evaluated **ANONYMOUSLY** by each panel member using the following criteria and weighing factors:

1. Projects potential to increase the teaching and scholarly effectiveness of faculty to enhance student learning and success. (40%)
 - a. The proposal clearly states the specific goals of the grant.
 - b. The approaches/methods that will be used to attain the goals are sound, defensible, and clearly relate to the objectives of the Pedagogy Enhancement Awards Program.
 - c. The proposal includes sound outcome-based methods of assessing success of the pedagogical project.
 - d. The author(s) clearly indicate how the proposal will use innovative pedagogy, creative instructional strategies, or new research as a framework to restructure educational programs to improve student learning and/or the quality of coursework offered.
2. Proposal's potential contribution to the knowledge and recognition of underrepresented racial and ethnic groups, women, or persons with disabilities in the curriculum and/or the exploration of teaching strategies for diverse student populations. (20%)

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3. Project's feasibility in terms of time and resources. (20%)
 - a. The scope of work can be accomplished in the specified time period and merits the amount of units/funding requested.
 - b. The applicant demonstrates resources required for the project are accessible and sufficient for successful completion of the project.
 - c. The applicant shows evidence of preparatory work related to the project.

Evaluation Criteria Continued

- d. The applicant demonstrates the relationship between any monetary request and the project.
4. Project's potential for dissemination. (10%)
 - a. Applicant specifies a plan for disseminating the results of the project to peers on and off campus through professional conference presentation, scholarly journals, scholarly newsletters, colloquia, and other media.
 - b. Dissemination plans are appropriate and feasible.
5. Accessibility (10%)

Scoring and Ranking of Proposals

Proposals will be evaluated using a three-step process:

1. Eligibility Review

A representative of the Pedagogy Enhancement Awards Subcommittee will evaluate each proposal to confirm that eligibility requirements have been met. Any proposal declared ineligible will be presented to the full Subcommittee. The full Subcommittee will then decide on whether the proposal will be forwarded to the peer review panel or withdrawn. A majority vote is required.

NOTE: Failure to submit an acceptable Project Report of previous awards will result in ineligibility for new proposals.

2. Evaluation of the Proposal

Eligible proposals will be evaluated by an interdisciplinary panel consisting of five faculty. A representative from the Pedagogy Enhancement Awards Subcommittee will chair the panel. Exceptions to this will occur under circumstances in which the Subcommittee member has submitted a Pedagogy Enhancement Awards proposal. In such cases, a replacement Chair will be selected and the Subcommittee member will not review proposals; the Subcommittee member will continue to oversee the review process.

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Each panel member working independently will numerically score the proposal on a rating sheet using the above criteria and weighting factors. Reviewers will be expected to provide written comments on how well the proposal meets these criteria. Comments will be available to the proposer in the Center for Teaching and Learning on request. Panel members will also make a recommendation on how much of the requested time or money should be awarded based solely on the scope of the proposed project.

3. Procedural Review and Ranking

The Panel Chair will check each individual review, making sure that all the procedures have been followed and the rating sheets are complete and scored correctly. The numerical results for each proposal will be tabulated and the median score for the five reviews will be determined. Using this median score, the proposals will be ranked in descending order. **In the case of tied scores at the bottom of the order, the Subcommittee will select the proposal to be recommended for funding.** Based on this ranked list, the Subcommittee will make its final recommendations to the Provost and Vice President for Academic Affairs.

Condition for Grant Recipients

The recipient is required to submit a Project Report describing the activities and/or work accomplished. The recipient must use the form provided by the CTL. **The Project Report and Abstract/Summary of Findings must be submitted to the CTL [ctl@csus.edu] no later than Monday, October 12, 2026. Failure to submit an acceptable Project Report and Abstract/Summary of Findings will cause the applicant to be declared ineligible for future Pedagogy Enhancement Grants.**

As a professional courtesy, any publications resulting from funded projects should include a statement acknowledging the support provided by the Pedagogy Enhancement Awards Subcommittee. For further information, please contact the Center for Teaching and Learning at x85945.