One of the goals of the Teaching Center is to encourage the scholarship of teaching in its various forms and manifestations. Attending conferences or workshops related to teaching can enable a faculty member to focus on teaching and to discover what others are doing to improve teaching and enhance student learning. The Teaching Center provides funds for faculty members to attend conferences or workshops in which a major focus is on teaching in higher education or on scholarly material that will be used in teaching at Belmont. The attempt will be made to balance the distribution of funds over the course of the year, among disciplines, and between first time applicants and previous recipients.

Guidelines:

1. An applicant must be a full time faculty member at Belmont.

2. The proposal for a travel grant must focus on a learning experience directly connected to college-level teaching (typically a conference or workshop). If the proposal is to attend a conference, it can be a general conference devoted to teaching, a specific conference on a particular aspect of teaching (e.g., collaborative learning, instructional technology, teaching by the case-study method, problem-based learning), or a disciplinary conference with a significant portion of its sessions devoted to teaching. If travel to a disciplinary conference is proposed, applicants should clearly indicate how the content of the conference will inform their teaching. The proposal should clearly indicate how participation will benefit Belmont (as opposed to some outside agency).

3. The Teaching Center will typically provide grants up to $500 per person for a workshop or conference and up to $800 for a longer institute. If a proposal is awarded a partial grant in the fall, the applicant may resubmit for additional support in the spring.

4. An application must describe the conference, the ways the specific conference will enrich the applicant’s teaching at Belmont (including linkage to specific courses the applicant teaches), the estimated costs to attend the conference, and any other information that would be helpful in the consideration of this request (e.g., a copy of the flyer or brochure describing the conference). If the applicant is presenting at the conference, the application should also include specifics about other elements of the conference that will inform her teaching.

5. Please confer with the Teaching Center Advisory Board member from your college or school if you have questions or want guidance or feedback prior to submitting an application. Teaching Center Advisory Board Members: Joyce Blair Crowell (CAS), Steve Simpler (Religion), Gary Garrison (COBA), David Ribar (CVPA), Dan Wujick (CEMB) and Cathy Hinton (CHS). Amy Hodges Hamilton, Assistant Director, is also available for consultation.

6. The Director of the Teaching Center and the members of the Teaching Center Advisory Board will review travel grant requests and determine grant recipients. For Spring 2010 grants, applications must be received in the Teaching Center by 4:00 pm on Monday, February 15. Please send the application electronically to Nanci Alsup (nanci.alsup@belmont.edu) or hand-deliver to the Teaching Center. Nanci will confirm receipt of the document. Late or incomplete applications will not be considered. Grant recipients will be notified by the first week of March.

7. Each grant recipient will be expected to submit a short (one page maximum) overview of the conference or workshop to the Teaching Center describing the highlights of the experience for the participant. The overview should be submitted within one month of the completion of travel. To be eligible for future Teaching Center grants, reports are expected from previous grants.
Name:

Date of Application:

Department/Academic Unit:

Name of the Conference:

Location of the Conference:

Conference Date(s):

What are your primary reasons for attending this conference?

Briefly describe the conference and your interest in attending the conference (2-3 paragraphs).

In what specific ways will this conference enhance your teaching at Belmont? Please indicate specific course(s) that will be impacted and projected impact of information gained from this conference (2-3 paragraphs).

Please provide a hard copy of a webpage, flyer or brochure with the appropriate information clearly highlighted if that will help to support your response.

Will you request funds from other sources?
Given our limited ability to fund proposals, the Teaching Center expects that an applicant will typically seek funds from other sources as well. Please indicate amounts expected (if known) or requested from other sources, or offer a brief explanation why other funds are not being sought.
Conference Expenses
Please provide a breakdown of expenses and a total (e.g., airfare, hotel, and so forth). For lodging, indicate how many nights. If your application is approved for a grant, the Teaching Center is most likely able to fund a portion of the expenses.

<table>
<thead>
<tr>
<th>Estimated Costs</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Airfare</td>
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<tr>
<td>Lodging</td>
<td>_______ nights at _______ per night</td>
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<tr>
<td>Registration fee</td>
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<tr>
<td>Meals</td>
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<td>Transportation</td>
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<tr>
<td>Anticipated Contribution</td>
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<td>From other Sources</td>
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<tr>
<td>Amount requested from TC</td>
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</table>

Are there other issues that are pertinent in the consideration of this application?

What previous Travel and/or Time Out grants have you received from the Teaching Center? (Please list date, name of Conference or Project, and amount.)

In addition to the overview you will provide the Teaching Center, in what manner would you be willing to share what you learn at the conference with the Belmont community? (e.g., workshop, discussion group, presentation, newsletter article)