**College of Atmospheric and Geographic Sciences**
**Teaching and Learning Enhancement Grants**
**Program Descriptions**

**Overview:** Each year the college allocates $30,000 to support the teaching of faculty and instructors to innovate and support their teaching and classroom needs (e.g., techniques, equipment, supplies, participating teaching workshops, initiating field trips etc.) that benefit their teaching and students' learning experience and success for which teaching funds are otherwise not available.

**Who is eligible:** AGS tenure, tenure-track, or renewable term faculty who is or will be an instructor of record for the college. Faculty members may receive this funding no more than once every other fiscal year.

**Level of support:** As stated above, the AGS teaching grants are intended to support teaching and classroom needs for which funds from other sources are not available or insufficient to cover those needs. Expenses associated with inviting guest speakers or lecturers to individual classes or courses, including honoraria, invitation fees, and travel expenses, are not eligible for funding through this grant. The grant funding amounts are based on actual costs but limited to a maximum of $5,000 per request. Awards will be made on a first-come first-serve basis, i.e., we cannot guarantee the availability of funds throughout the entire year.

**How can I apply:**
Each teaching grant application must include: **(i) application form** (see below)**, (ii) a one-page description** of the teaching or classroom needs, and **(iii) if applicable, supporting documentation of estimated expenses**.

Applicants are encouraged to include the following descriptions in the description document:

1) Teaching needs and student benefits: Describe the instructional need, how the requested resources or activities will be used, and how they will enhance students' learning experiences and academic success.
2) Funding justification: Identify available resources or alternative funding sources and explain why they are unavailable or insufficient to meet the identified needs.
3) Broader impact and expected outcomes: Describe the potential benefits to other courses, instructors, or academic programs across AGS, the anticipated outcomes, and opportunities for continued use, where applicable.
4) Timeline, if applicable: When will the resources be needed, and when are the anticipated teaching benefits expected to occur?

The detailed expense documentation should include recent vendor quotes for requested equipment, supplies, and other purchasable items, as well as estimated costs for workshop fees, field trips, travel, and other applicable expenses, as appropriate.

Requests should also be signed by the director/chair of the academic unit as funds are limited, and we want to assure that the approved requests align with the mission and priorities of the AGS units. The signed application form and application package should then be sent to AGS Faculty Fellow

for Education, Dr. Anni Yang (anni.yang@ou.edu) with Lee Anne Sallee (lasallee@ou.edu) copied. Once the application is reviewed by the dean's office, the applicants and unit chair/director will be notified about the level of funding that can be awarded.

**How is the funding provided:** The AGS Teaching and Learning Enhancement Grant is a reimbursement program. Once an approved purchase or expense has been paid by the academic unit, the unit's financial administrator should email a copy of the receipt/invoice to the AGS Dean's Office financial administrator. The Dean's Office will then transfer the approved reimbursement amount to the academic unit.

| AGS Teaching Grant Application Form | | | |
|---|---|---|---|
| | | | |
| Name: | Email: | | |
| Academic unit head: | Email: | | |
| Academic unit financial administrator: | Email: | | |
| | | | |
| **Equipment:** | | | |
| Item: | Cost per item: | Total cost: | |
| Item: | Cost per item: | Total cost: | |
| | | | |
| **Materials and supplies:** | | | |
| Item: | Cost per item: | Total cost: | |
| Item: | Cost per item: | Total cost: | |
| | | | |
| **Travel (if applicable):** | | | |
| | $ per day | Total $ amount | |
| Airfare | | | |
| Local transportation | | | |
| Meals & Incidentals (per diem) | | | |
| Lodging | | | |
| Workshops/Course fees | | | |
| Mileage (current mileage rates) | | | |
| Parking | | | |
| | | | |
| **Total Costs:** | | | |
| Total estimated cost | | | |
| Funds available from other sources: | | | |

**Attach a one-page description of the teaching or classroom needs and/or supporting documentation of estimated expenses, such as recent quote of requested equipment, supplies, and other purchasable items, as appropriate**

| **Signatures:** | | | |
|---|---|---|---|
| | Printed Name | Signature | Date |
| Applicant | | | |
| Academic unit head: | | | |
| **Dean's Office Review:** | | | |
| Reviewed by: | | | |
| Amount approved: | | | |