

ADMINISTERED BY:
Center for Teaching Excellence
Reflective Practice Project

FUNDED BY:
Office of the Provost

SUBMISSION DEADLINE:

**Wednesday, October 1st
12pm NOON**

SUBMISSION VIA INFOREADY

*To access this opportunity, log-in to IUP's [InfoReady Review site](#), click on the competition title “**Teaching Circle Mini-Grant 2025-26**” and click “**Apply**” on the right-hand side of the screen.*

NOTE: You will use your single sign-on (SSO) credentials to access the site--these are the same credentials you use to log in to your IUP computer every day.

FOR QUESTIONS OR MORE INFORMATION:

Center for Teaching Excellence
Teaching-Excellence@iup.edu

Purpose

The purpose of a Cross-Disciplinary and Department Teaching Circle Mini-Grant is to support the productive work of Teaching Circles leading to clear, well-defined outcomes which will enhance the teaching skills of its members or add to the group's knowledge of the scholarship of teaching and learning. Mini-Grants are meant to support Teaching Circles in getting the resources they need for the successful completion of their projects.

Rationale

The Center for Teaching Excellence (CTE), through the Reflective Practice (RP) Project has encouraged the formation and supported the organization and creative endeavors of Teaching Circles for many years. Mini-Grants may be used for various purposes to support specific projects for Teaching Circles. For some groups, inviting a speaker who is an expert in a specific field of instructional knowledge may be crucial, while others may need special books, software, or supplementary materials, not readily available through the IUP library, to achieve their goals. Still others may seek funding to be able to travel to a conference to present the outcomes of their project or to organize a departmental retreat to share their insights. Mini-Grants may only be used for activities, resources, and/or materials that will benefit all members and fit the specific goals of a particular Teaching Circle. Mini-Grant awards may not be used to buy food or beverages, to market specific programs or departments, or to pay non-Teaching Circle related expenses.

Examples of purchases grant funds may be used for:

- books
- educational materials
- software, hardware, and courseware for curriculum development
- faculty training costs
- honoraria for speakers
- other appropriate activities that support teaching and faculty development as teacher-scholars

Grants may **NOT** be used for:

- food
- marketing of academic programs
- non-Teaching Circle related expenses
- student fees and salaries

Available Funding

The maximum available award is \$500.

NOTE: Applications that are approved may be awarded less than the amount requested based on available funding.

Proposals

Applications must be submitted via InfoReady and should include the following:

ABSTRACT (maximum 100 words)

Short description of the project to be published on the CTE website and materials.

PROJECT PROPOSAL (maximum 500 words)

- The goals and objectives of the Teaching Circle
- Title and description of Mini-Grant project
- How does this project help the Teaching Circle to meet its goals?
- Timeline for completion of the project
- Sustainability: Is this a one-time project or will it be ongoing?

BUDGET & RATIONALE

- Itemized budget (NOTE: IUP is tax exempt; tax should not be included)
- Rationale to justify how the award will be used
- Source and amount of *other* funding, if applicable, that was requested or received for this project

Criteria

Any registered Teaching Circle may apply. Applicants **must** register their Teaching Circle with the Reflective Practice Project **prior** to applying for a Mini-Grant.

Grant proposals will be evaluated in the following areas:

- impact of project on student learning
- impact of project on faculty learning
- feasibility of project
- overall quality of proposal (including completeness and clarity of proposal)
- quality of budget rationale

Submission Deadline

Applications must be submitted to InfoReady by **Wednesday, October 1st by 12:00pm**.

Review Process

Proposals will be evaluated using a scored rubric of the criteria areas. Awards notification will be sent by **mid-October**.

Summary Report

Any work associated with the Mini-Grant must be completed during the 2025-26 academic year. The Teaching Circle will be responsible for providing a **brief summary report** of the outcomes of their Mini-Grant project for inclusion in the printed program for the Center for Teaching Excellence Recognition Dinner in Spring 2026 and on the CTE website. Specific instructions will be sent out in the spring semester.