Faculty Teaching & Learning Center

FTLC Mini-Grant Program—Fall 2025
Request for Proposals

Key Dates & Information

RFP Release Date   September 2, 2025
Proposal Due Date   October 17, 2025
Award Notification   November 14, 2025
Award Amounts   up to **$500.00.**
Project Duration   Funding is for activities occurring between Oct 2025 – Feb 2026

Program Description

The FTLC Mini-Grant Program was designed to pair two of the FTLC's main objectives: supporting faculty and bringing faculty together to inspire and learn from each other. The mini-grants are meant to aid faculty in their endeavors related to teaching and learning, research or creative activities, and/or community or discipline-specific service. There are two types of awards: Faculty Professional Development Grants and Teaching Innovation Grants.

Faculty Professional Development Grant

This award assists faculty engaging in scholarly endeavors, such as

- Participation at a conference where the faculty member will make a significant contribution (e.g., present a paper, serve as a discussant, or chair a panel)
- Research where travel is required (e.g., visiting historical archives or conducting interviews)

Proposals should explain how the activity will impact the applicant's professional portfolio and/or impact students.

Teaching Innovation Grant

This award supports faculty seeking to expand their instructional talents by obtaining teaching-related materials or training and then applying it to their practice. Funding will be considered for

- Purchasing teaching-related books, journals or other instructional media to revolutionize your course(s).
- Participating at a teaching conference where the instructor will make a significant contribution (e.g., present a paper, serve as a discussant, or chair a panel).
- Providing an honorarium to a guest (non-CSUB) speaker for a presentation to students or for demonstrating innovative pedagogies to colleagues.

Proposals should explain why the new tool or training is "innovative." Applicants are encouraged to explore inclusive pedagogies, methods that close equity gaps, or strategies that increase student engagement.

Proposal Review Criteria

Submit your proposal through Kuali Build . You will be asked to

- ✓ Select the grant for which you are applying
  - ○ Professional Development
  - ○ Teaching Innovation
- ✓ Describe the activity. [Limit 150 words]
- ✓ Explain the anticipated positive impact on teaching and/or career path.
- ✓ Explain the anticipated positive impact, if any, on students.
- ✓ Specify what aspects of your proposal require funding as well as the total amount requested.
  - ○ Example: $100 for books (4 x $25) and $400 for speakers (2 x $200) = $500
- ✓ Note whether you have sought other funding for this activity.
- ✓ Clarify whether you received a FTLC Mini-Grant in the past two years. If funds are limited, priority will be given to those who have not received a recent FTLC Mini-Grant.

Eligibility

Who should submit?

Any CSUB full-time lecturers, tenure-track, and tenured faculty may apply for a FTLC Mini-Grant.

Budget

The FTLC will accept grant proposals with budgets up to $500. Funds awarded are for upcoming events and expenses. Spring awards are for activities occurring between February and September. Fall awards are for October to January.

Budget Restrictions

- ➢ Faculty stipends or release time are not allowable with the FTLC Mini-Grant Program.
- ➢ Expenses normally covered by departments or schools will not be funded.
- ➢ Student salary is not allowable with the FTLC Mini-Grant Program.

Proposal Submission

Proposals should be submitted electronically at our Kuali Build. Failure to follow these guidelines may result in proposal rejection during administrative review. Proposals that are complete and meet eligibility requirements will be evaluated for merit by the FTLC Advisory Board within one month of receipt. Funding decisions will be based on recommendations made by the Board, available funds, and the FTLC's strategic priorities.

Awarding of Mini-Grant Funds

Grant recipients will be reimbursed for the cost of their materials, honoraria, registration fees, or travel expenses after the fact. Contact the Faculty Teaching & Learning Center as soon as you return from your travel to discuss reimbursement. Awardees who would like to have their funds directly deposited should complete an Electronic Funds Transfer (EFT) Form and submit it to Accounts Payable. This form is different from Payroll Direct Deposit.

Post-Award Requirements

All recipients will be required to submit a brief summary of the project's outcomes to tlc@csub.edu. The Final Grant Report should include

1. Project description
2. Specific examples of changes in teaching strategies or assistance with scholarly activities
3. Impact on students (examples of student learning, mentoring, or curriculum goals)

If travel is part of your grant request, complete the Travel Authorization Form **before you travel**. This form must be approved prior to travel. Additional information can be found on the CSUB Travel website.

Program Contacts

Submission questions   Chris Shiery, Administrative Support Coordinator cshiery@csub.edu
Program questions   Rebecca Weller, FTLC Director rweller@csub.edu