

# HIP Matching Funds Grant Guidelines

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Revised June 2023

## HIP Matching Funds Grant for Past HIP Grant Recipients

The HIP Matching Funds Grant is designed for those who have previously received WCTL HIP Grant funds for substantial “sustainable” acquisitions (i.e., materials and equipment that are intended for reuse in future semesters). Note that WCTL funds are available only for Undergraduate courses.

- These previous WCTL HIP grant recipients can apply, in a subsequent semester, for “Matching Funds” toward the non-sustainable expenses related to their HIP grants. The fund is thus designed to encourage the reuse in this way of previously acquired sustainable materials supported by the awardee’s original WCTL HIP Grant.
- The Matching Funds awarded by WCTL are limited to no more than \$500.00 for a one-time request.
- “Matching” means bringing in the applicant’s Department (or other partner) to share equally in expenses related to extending the life of the original grant. For example, an awardee may wish to reuse scientific equipment funded by a WCTL HIP grant, but requires various one-time use materials (e.g., perishable plants) for the class to make use of this equipment. The applicant may apply for matching funds (in collaboration with a Department or other partner) for these limited use materials.

## Eligibility

- All current full-time and part-time UTC faculty and staff are eligible to apply for a High-Impact Practices Grant within the restrictions stipulated above. Graduate teaching assistants may apply as secondary applicants.

## Application and Procedures

- The applicant will use the WCTL HIP Matching Funds Grant Application to submit this request. These applications will be reviewed on a rolling basis.
- The applicant must secure and document funding support from the fund match partner (i.e., typically one’s home Department) for the match application to be considered by the WCTL Grants Committee.
- The partner’s funds should generally equal that requested from the Walker Center.
- The funding partner’s statement of match confirmation (whether one’s Department or other entity) should indicate that the match has been secured and specify the dollar amount the partner will fund. This arrangement should be acknowledged in a Department Head’s letter of support.

## Student Reflection Activity

Walker Center grants are intended not only to foster innovative teaching practices but also to prompt students to become more aware of what makes for successful learning. To this end, we ask that each grant include a Student Reflection Activity (normally graded) as part of the class's use of the funding. Here, we offer some guidelines regarding this activity:

- **Reflecting on the Learning Process:** The student reflection activity should strive for reflection on the learning process as such (meta-reflection) rather than on the content of the learning. While we do hope, of course, that the grant's funds are used to make the content more meaningful and engaging, we envision the three-stage reflection activity (see below) as an opportunity for students to gain insight into how learning works and how engaged learning makes the learning process more productive.
- **Three Stages of Reflection:** The grant proposal should describe and structure student reflection in three distinct stages, for example (1) with a **pre-activity reflection** on the possible learning outcomes or goals of the activity, (2) with an **in-process reflection activity** integrated into funded course innovation, and (3) with a **post-activity reflection** that compares and discerns insights that may not have been anticipated by the pre-activity reflection. Overall, student reflection on the learning process as such should be integral throughout and not left to the end.

## Funding Parameters

- Funding requests should conform closely to the non-sustainable elements of a previously funded WCTL HIP Grant.
- These Funds must be used to directly aid in the teaching of specific UTC courses.
- Only Undergraduate course-related expenses are the intended focus for these grants.
- Funds can be used to support honoraria for guest presenters (non-UTC affiliated) and workshops if these formed a part of the original HIP Grant. Funding may not, however, be used for a Department's seminar speaker series. Note, as with all WCTL grants, **there is a restriction on one-time events for guest speakers and workshops per Department: the limit for these activities is \$1,000 per semester.** We encourage you to coordinate with your Department Head and faculty when requesting your funds as this can impact a Department's overall requests.

## Limitations and Restrictions

- **Limitations:** Funds may not be used for stipends, honoraria, or per diem reimbursement for UTC faculty, staff, or student employees.
- **Food Events:** Funds are not provided for food for special events or gatherings (beyond a speaker's per diem as described above).
- **Speaker Limitation:** Note that there is a restriction on one-time events for guest speakers and workshops per Department: the limit for these activities is \$1,000 per semester for any given department. We encourage you to coordinate with your Department Head and faculty when requesting such funds as your request could exhaust this pool for your Department.
- **Augment Educational Program:** Funds must be used to augment the regular educational program, not to substitute funds or services that would otherwise be provided during the time-period in question.
- **Textbooks:** Funds cannot be used for the purchase of course textbooks.

- **Other Limitations:** Please note that grant funds cannot be used for prizes, gift cards, contests, donations, food (except speaker per diem), or for Research Dialogues posters. (In-class poster projects will be considered on a case-by-case basis.) Neither can funds be used for a Department's seminar speaker series.

### Eligibility and Grant Cycle

- Anyone currently teaching at UTC is eligible, full-time and part-time UTC faculty and staff.
- Applications are accepted each month. The committee intends to review these grants on a rolling basis.
- If a proposal is accepted for funding, all funds must be spent by the end of the term of your award (fall, spring, or summer).

### Budget Requirements

- The standard funding limit for Matching Grants is \$500.00 or less.
- Funds must be used to augment the regular educational program, not to substitute funds or services that would otherwise be provided during the time period in question.
- These funds are designed to assist with the non-sustainable elements of a previously funded HIP Grant which contained significant sustainable elements. Still, the budget should distinguish between sustainable items (usable in future semesters) and one-time use items.

### Reporting Requirements

- Grant recipients will be required to submit a brief "Final Report" (found on the WCTL website) regarding use of the funds. Any unused funds will revert to the Walker Center at the end of the period for the grant. The specific due date for the final report submission will be based on the project's completion timeline, normally by the end of the semester in which the project is completed. \*Note: If a final report is not submitted, the recipient forfeits the right to apply for future grants.

### Reimbursement

- **Funding Cycle and Period:** Applications are accepted each month. If a proposal is accepted for funding, all funds must be spent by the end of the term of your award (fall, spring, or summer; or academic year, if a year-long project).
- **Reimbursement Process:** The awardee must work with their department Administrative Assistant and the WCTL Administrative Assistant to handle invoices, receipts, and reimbursements. Purchases should be discussed with these Administrative Assistants in the event that university-connected vendors ought to be involved. The Walker Center will provide additional reimbursement guidelines upon the awarding of grants.
- **Reimbursement Limitations:** Note that students cannot be reimbursed directly for grant related expenses. These funds are only designed for grant awardees, through their departments, to handle expenses.

### Program Final Documentation and Dissemination Requirements

- **Final Report:** Grant recipients will be required to submit a final report. The due date for the final report submission will be based on the project's completion timeline, normally by the end of the

semester in which the project is completed. Note: If a final report is not submitted, the recipient forfeits the right to apply for a future WCTL Grant.

### **Grant Cycle and Review Process**

- **Application Form and Deadlines:** Proposals should be submitted using the Matching Funds Grant application form and checklist as found on the WCTL Grant Website, including any required attachments.
- **Rolling Basis:** Proposals will be considered on a rolling basis by the WCTL committee, using the committee's evaluation guide.
- **Failure to Use the Designated Forms:** Applications that do not use the designated application form will not be considered by the committee.
- **Award Notice:** Applicants will be notified within 30 days of award status.