**CAHSS Pedagogy and Teaching (PAT) Award and John Jeffries International Fellowship**

**Application Academic Year 2024-2025**

**Instructions**

Applicants must submit a cover sheet, CV, and detailed proposal using the forms below. The John Jeffries International Fellowship is provided in addition to the PAT award. Faculty seeking the John Jeffries International Fellowship must specify their interest in being considered for the Jeffries Fellowship. Applicants may request to be considered for both awards.

Proposals should present a clear aim, issue, or improvement to teaching and learning that is the focus of the project and a well-designed plan of action/path to completion. Projects should explicitly align with one of the project funding categories described below. **Projects that incorporate community engagement or interdisciplinary elements in any of the funding categories are particularly encouraged**.

**Deadlines**

The application deadlines are October 15 and March 1.

**Eligibility**

PAT awards and the John Jeffries International Fellowship are open to CAHSS faculty members twice per academic year. All faculty—tenured/tenure-track, lecturers, adjunct, and graduate teaching assistants—who teach courses in the College of Arts, Humanities, and Social Sciences are eligible to apply. Faculty on visiting appointments are not eligible to apply. Funds awarded will be available through the end of the following fiscal year (i.e., funds awarded in academic year 2024-2025 must be used no later than June 2026).

Applications can be individual or group based. For a proposal that includes multiple collaborators, please submit a cover page and CV for each participant. Only one proposal narrative and budget is required.

Limit one application per faculty member per funding cycle. Faculty may re-apply in the fifth semester after receiving an earlier award. For example, if a grant was approved in Fall 2023, recipients may not reapply until Spring 2026.

**Expected of recipients:**

Upon completing the grant term, awardees must submit a report on their project to the CAHSS Dean’s office (send directly to Tammy Brown). Recipients should also plan to present their project outcomes at the annual Provost’s Teaching and Learning Symposium, or other public forum, highlighting their findings and/or the pedagogical outcomes of their project. Awardees additionally will be encouraged to serve on the CAHSS Dean’s Teaching Advisory Committee.

**Funding Categories:** Projects should explicitly align with one of the project funding categories. Projects that incorporate community engagement or interdisciplinary elements in any of the funding categories are particularly encouraged.

1. **Curriculum Development and Pedagogical Innovation:** Requests in this category support a faculty member interested in creating, redesigning, or implementing a substantial innovation in the classroom or enhancing the faculty member's current teaching. The proposal narrative should include a detailed description of the change the project represents to a course or curriculum or how it augments the faculty member's teaching. Successful proposals will include a discussion of how the impact of the project will be determined. This project must aim for substantial change or innovation, and not simply the usual revision of courses.
2. **John Jeffries International Fellowship:** The John Jeffries International Fellowship was established at the retirement of CAHSS Dean and History Professor John Jeffries. The purpose of the fellowship is to support UMBC faculty efforts to internationalize the curriculum. Faculty may submit proposals to be used for course development (including faculty led education abroad programs), curricular revisions to existing programs, attendance at workshops designed to further internationalization objectives or the acquisition of resources necessary to implement an internationalization project. As with other PAT awards, John Jeffries International Fellowship proposals must aim at substantial change or innovation, and not simply the usual revision of courses.
3. **Pedagogy Conference, Workshop, or Seminar Travel:** Supported requests will help faculty to attend and/or present at conferences or workshops designed to enhance pedagogy or to further scholarship on teaching and learning. Please note that travel supported by the Dean’s Travel Fund will not be eligible for this award as well.
4. **Resource Procurement:** Pedagogy resource procurement includes, but is not limited to, educational software, certification programs, and classroom support*.* Applicants should document their previous requests to other campus resources (e.g., Library, DoIT, etc.) if applicable.The proposal narrative should include details about the resource requested and how it will be effective.
5. **Pedagogical Scholarship Support:** These grants will be available as supplemental support for faculty in the College to finish and publish a pedagogical research project. Significant prior progress toward the project must be demonstrated in order to qualify for this grant.
6. **Curriculum Support:** This grant will support purchasing materials to enhance a class or bringing a noted expert to campus to conduct a seminar or workshop that benefits teaching and learning (for other students and/or faculty) in the College. The proposal narrative should detail how the materials or the expert will enhance student learning.

**Questions:**

All questions should be directed to Associate Dean Sarah Chard (schard@umbc.edu)

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**Cover Page**  
Date:

Name:

Department:

Current Position:

Have you applied elsewhere (including the Dean’s Research Fund) for funds for this project? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain and provide information of sponsoring agency on a separate sheet.

Do you want your proposal to be considered for the **John Jeffries International Fellowship**?

\_\_\_\_\_ Yes \_\_\_\_ No

Title of Pedagogy and Teaching Project/Proposal:

Please use the following checklist to ensure you have taken all necessary steps and your proposal is complete.

**Check:**

|  |  |
| --- | --- |
|  | Completed cover sheet for each collaborator |
|  | Completed proposal narrative form (4 pages max) |
|  | Detailed budget plan. For 24-25, the Pat Award is $5,000; the John Jeffries International Fellowship is $2,500; Grant funds must be expended by the end of the following fiscal year (e.g., for applications awarded in the 24-25 academic year, funds must be used by June 2026). |
|  | Chair and Departmental Supervisor (if applicable) acknowledgment signature (sign here):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department supervisor Department Chair |
|  | Current curriculum vitae for each collaborator in UMBC format |
|  | Information on agency sponsoring this project (if applicable) |
|  | Certification of discussion with OIT about technology and sustainability of project (if applicable) |
|  | Proposal pages submitted as single PDF document; submit via the box link found here:  **FALL: October 15;** send [here](mailto:PAT_Fal.kvmjncg4uzrjpffm@u.box.com).  **SPRING: March 1;** send [here](mailto:PAT_Spr.stfzh0up9hntpyql@u.box.com). |

**Please provide a narrative that addresses the following points. The narrative should not exceed four pages.**

(1) your rationale for the project. The project rationale should clearly align with one of the CAHSS Pedagogy and Teaching Grant Priorities above.

(2) your proposed plan of action for the project, including estimated start and end dates of the project for which PAT Grant funds and the John Jeffries International Fellowship are used. Address the sustainability of your project once funds are used.

(3) If applying for the John Jeffries International Fellowship, provide details on how you would use this award to address the goals of the fellowship.

(4) expected impact and benefit to students and/or instructor, program, and university. Describe how you plan to assess outcomes of your project.

(5) detailed budget plan. Grant funds must be expended by the end of the following fiscal year (e.g., for applications awarded in the 24-25 academic year, funds must be used by June 2026).