<table>
<thead>
<tr>
<th>Award Amount:</th>
<th>Up to $10,000 with expected average of $5,000 to $6,000.</th>
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| **Timeline:** | · Submission Deadline: 2 November 2012.  
· Award Announcement: 7 December 2012. |
| **Goals:** | · To support initiatives to improve the quality of instruction in one or more areas at the undergraduate, professional, or graduate student level.  
· To encourage the development and demonstration of instructional innovations that can be replicated throughout Peabody College.  
· Preference will be given to those who have not previously received an award. |
| **Eligibility:** | All full-time faculty may apply; group applications are encouraged.  
Preference will be given to projects that:  
· Incorporate instructional approaches or techniques not already in use at Peabody College.  
· Lend themselves to replication or adaptation in other Peabody programs.  
· Include an assessment of the effects of the innovation. |
| **Submission Content:** | **Overview**  
· Describe the goals of the proposed innovation and what will be accomplished by the project.  
· Describe specifically what the monies will provide to those involved in the project (i.e., project staff).  
**Integration with Curriculum**  
· Describe how the project fits with the curriculum of the department(s).  
· Describe the potential impact of the proposed instructional innovation.  
**Activities and Timeline**  
· In no more than a page, list the activities and timeline for accomplishing the project.  
· Describe specifically the activities and responsibilities of project staff.  
· Be conservative about the timeline because end date extensions will be unlikely in the future.  
**Budget**  
· List expenditures by category (equipment, graduate assistant salary, supplies, travel, etc.)  
· Tie each proposed expenditure to specific project activities, explaining why the expenditure is needed to carry out the associated activities.  
· Faculty summer salaries may not be funded by instructional improvement grants.  
**Dissemination**  
· Describe how the findings of the project will be disseminated to Peabody College faculty. |
| **Procedures:** | Submit an electronic version of all the requirements listed above by 2 November 2012 to craig.kennedy@vanderbilt.edu with a copy to your department chair.  
If more than one application will be submitted by a department, the department chair will need to send a letter of support for the proposal to the Senior Associate Dean.  
You will be notified about the outcome of your application via email.  
A brief final report is due one year after the funds are received.  
Direct questions to Craig Kennedy, Senior Associate Dean, at 322-8407 or craig.kennedy@vanderbilt.edu |