Instructions and Guidelines

1. Complete each of the following sections in their entirety (Project Information, Pedagogy, Assessment, Funding.) Incomplete applications will not be considered for funding.
2. **All proposal submissions must be accompanied by an email copying the direct supervisors and primary admin associate(s) for all project members. This accompanying email should be sent to ETEAL@uncw.edu and should include a signed ETEAL Pedagogy Initiative cover sheet available at uncw.edu/ETEAL/initiatives/experiences.html. Applications received without copying direct supervisors and admin associate(s) cannot be considered for funding.**
3. The current call is for projects which would begin in the Summer and Fall of 2018 and beyond. Proposals for projects beginning before Summer 2018 will not be considered.
4. In order to encourage participation from new projects, preference is given to first time applicants. In the event that two proposals are otherwise equal, we will select the proposal from the applicant who has not yet received an ETEAL Pedagogy Initiative over one who has.
5. In order to encourage participation from new projects, consecutive funding is limited to two semesters.
6. Preference is given to proposals that represent new or innovative pedagogy, have impact beyond the course in which the project is taught and/or beyond the semester of initial implementation, are multidisciplinary or cross UNCW divisions, and which are sustainable beyond the initial period of funding.

Assessment guidelines

8. In order to assess student learning and determine the impact of applied learning pedagogy practices, the students involved in your project will be required to complete at least one Intention reflection at the start of their experience and one Final Critical Reflection at the end of their experience. If you receive ETEAL funding, you must submit this student work to ETEAL at the end of each semester your project is active.
9. You must include your Course/Project Student Learning Outcomes (SLOs) and explain how they connect to ETEAL SLOs. If your proposal does not describe your project SLOs or does not indicate how they will connect to ETEAL SLOs, your proposal will not be considered for funding.

Budget and funding guidelines

10. ETEAL funds can only be used during the semester(s) of implementation which you list below.
11. ETEAL funds must be used completely during the semester(s) of implementation or else we will lose access to these funds.
12. ETEAL funds typically cannot be used for: Course buy-out, travel for non-UNCW employees or non-UNCW students, food or drink, stipends or salary for non-UNCW employees or students, or any materials that will be given away or will not remain in UNCW's possession. If you request any of these items in your budget, you may be required to revise your budget. Please see detailed funding limits on page 5.
13. A total of $3,500.00 is available per project. Funding beyond $3,500.00 may be possible in select cases, depending on the availability of funds, scope of the project, and funding justification. If you request more than $3,500.00, please be aware that we are typically unable to provide funding beyond $3,500.00 per project. Even if such a project is awarded, we may require you to revise your budget to a maximum of $3,500.00. Please be aware that if your project could not be implemented with $3,500.00 or less, there is a chance ETEAL will be unable to fund it regardless of its other merits.