**College of Education and Allied Professions**

**2023-2024 School University Teacher Education Partnership (SUTEP) Grants**

**Proposals are due on Friday, September 22, 2023, at 12pm**

The College of Education and Allied Professions (CEAP) at Western Carolina University is sponsoring a small grant program to ***support initiatives that will enhance our teacher and professional education partnerships***. Essential components of our CEAP mission, vision, and core values include making a difference in the lives of others, developing changemakers who impact the region and beyond as educators and practitioners, and active collaboration, partnership, and connection with our community and beyond. We have allocated a portion of the SUTEP budget to specifically support initiatives ***to advance this partnership mission***.

**Purpose:** CEAP will use a portion of funds allocated for partnership support to encourage faculty, staff, pre-service teachers, and public school partners to strengthen collaboration toward shared goals. These funds will be considered investments in projects that bring value-added benefits to CEAP and our public school partners. Participants who receive support will be able to use funds to advance at least one of three related goals:

1. **The enhancement of pre-service teachers and professional education**. Funding in this category will support teams of WCU faculty, staff, and students, as well as regional partners. *Preference will be given to projects and presentations created in collaboration with field/clinical experiences and/or regional partners*. Categories of funding might include

* travel to attend/present at professional conferences
* membership fees for professional organizations (connected to presentation at professional conferences)
* resources and materials necessary to complete a project

1. **Collaboration in P-12 regional partnership activities**. Funding in this category will support collaboration between WCU people (faculty, staff, students) and regional partners. Categories of funding might include

* support for grant development
* pilot projects of collaborative design
* Co-teaching collaborations in which regional and public school partners team with university faculty to teach courses or workshops on the WCU campus or in a P-12 school setting

1. **WCU Teacher and Professional Education faculty-to-faculty collaborative activities**. Funding in this category will support teams of faculty members (within and/or across WCU departments and colleges) in projects connected to teacher and professional education. *Preference will be given to activities created in collaboration with field/clinical experiences and/or regional partners*. Categories of funding might include

* co-teaching or co-design of a university course
* collaborative work on a project that will involve or impact teacher or professional education candidates
* resources and materials necessary to complete projects
* pilot projects of collaborative design

**Please note**:

Each team member participating in a grant is expected to share information from the project at the following event, **“Partnership: Frameworks for Working Together” on Wednesday, April 29, 2024.** Each project is also expected to submit a final report when the project is complete. Projects must be complete, with a report submitted to Director of Teacher Education, Myra Watson, by May 17, 2024, at latest.

**Eligibility:**

The College of Education and Allied Professions School University Teacher Education Partnership Grants will be awarded in support of teacher and professional education faculty, staff, and their students who are working in collaboration with regional partners on shared goals related to the preparation of teachers and other school professionals. The lead faculty/staff member will be responsible for managing the project's budget and coordinating the sharing of information. A faculty/staff member may lead only one proposal, and maybe a team member on no more than two proposals.

**Deadlines & Important Dates:**

New This Year: A Request for Proposal (RFP) SUTEP Grant Info Session will take place on Wednesday, August 30th from 4:00-5:00 pm on Zoom. Anyone interested in submitting a proposal should plan to attend this session or watch the recording.

Your signed proposal should be compiled into one document (word or PDF) and submitted via email to Director of Teacher Education Myra Watson (mkwatson@wcu.edu) **no later than 12:00 pm on Friday, September 22, 2023. Grant recipients will be notified no later than Friday, October 13th.**

**Selection Committee:**

The Selection Committee will be comprised of the Director of Teacher Education, one faculty from each department within CEAP, one faculty from both CAS, and CFPA, and one CEAP staff member.

**Budgeting:**

Funds may be requested for expenses directly related to the project, such as materials, supplies, student assistants, travel, honoraria, and printing. Note that these internal grants use state funds and can only be used in ways allowed by the state. Books must be purchased through the WCU Bookstore, and you should get a written quote from them on price as you work on your budget request. **We are not able to purchase gift cards, food, or catering.** Funds from SUTEP grants may not support faculty or staff salaries. It may be possible to give small honorariums or stipends to P-12 or regional professionals and, possibly, pay faculty a small stipend for some work in June.

The Selection Committee will recommend a maximum of $2,500 per proposal. There is no set amount of funding set aside for each of the three categories; however, $15,000 total has been allotted for this call for proposals for the 2023-2024 academic year.

Whenever feasible, we will transfer grant funds from our Education Partnership budget to your departmental budget or to a school partner, when applicable, for you to manage with your administrative support. In some cases, we may send partial funding to a university department and partial funding to a school partner. Typical university budget and travel processes need to be followed.

We must manage our fiscal resources well. Whenever possible, funds should be spent by April 1st. If any funds are not used by April 15th, they need to be transferred back into the Education Partnership fund for reallocation. If situations arise that impact your use of the funds by April 1st, please contact Myra Watson as soon as possible to make related plans.

Budget requests need to be itemized to clearly show how money will be spent.

Hiring Students: There are university systems in place to hire and supervise students. If you are awarded funds to hire students, we will transfer the funds for student compensation to your department and you will be responsible for posting the position, managing the hiring process, time sheet review, supervision, and budget management. There are university guidelines for student compensation and WCU’s [HR website](https://www.wcu.edu/discover/campus-services-and-operations/human-resources-and-payroll/non-work-study-student-employment/campus-employ-faculty-staff.aspx) has “quick step” guides for hiring students as well as helpful resources. For additional support related to hiring students, contact Michelle Lawson, Human Resources Specialist ([vmlawson@wcu.edu](mailto:vmlawson@wcu.edu), 828-227-2064).

SUTEP Grant Honorarium and Stipend Rates: Generally speaking, the minimum amount per person is $100 and the maximum is $250. The specific rate should be based upon the amount of time and expertise involved. Requests for larger amounts must include justification. Note that paying honorariums and stipends requires multiple steps for each person paid.

For people not employed by WCU, your admin will need to create an independent contract with a W-9 form and the person being paid will need to completely fill out the forms, hand sign them, and return them in a timely manner. For help with independent contracts, contact Whitney Southard, Accounts Payable Specialist ([wsouthard@wcu.edu](mailto:wsouthard@wcu.edu), 828-227-3117).

If the person receiving the honorarium or stipend is or recently has been employed by WCU (including The Catamount School), the process is different. Instead, your admin will need to create an extra compensation form that will be signed by the department head, accountable officer, and dean. Contact Ricky Lanning, Human Resources Consultant ([rglanning@wcu.edu](mailto:rglanning@wcu.edu), 828-227-3122).

**Format of the proposal:**

A proposal template is provided and required. Each proposal must include the following components:

1. *Cover Page:* title of the project, names of participants, department(s), and/or P-12 partners involved, contact information, SUTEP Grant goals addressed
2. *Abstract:* The abstract should provide a concise summary of the project and must include intended outcomes, explain why they are valuable to the participants and the community, and highlight plans and methods for achieving the goals of the project (not to exceed 500 words).
3. *Project Narrative:* A description of the project (not to exceed 2,000 words), which explicitly addresses the following:
4. rationale and goals of the activity/project
5. description of the plan of action, which includes a timeline connection to the [CEAP Strategic Plan](https://www.wcu.edu/_files/learn/CEAPSP2021.pdf)
6. potential for enhancing CEAP programs and partnerships
7. methods of project evaluation (Be specific.)
8. *Budget Request:* Provide a brief narrative overview, total amount requested, and budget request details (specific itemized list and costs).
9. *Signature Page:*The grant application must be signed by the lead WCU faculty member, appropriate WCU department head(s) and/or the direct supervisor of the applicant, lead LEA partner (if applicable), and the school principal(s) (if applicable).

A scoring guide will be used during the selection process. Selection of activities/projects will not be based solely on points as the overall goal is to support a variety of initiatives which will enhance our regional partnerships. For more information, please contact Dr. Myra Watson, Director of Teacher Education ([mkwatson@wcu.edu](mailto:mkwatson@wcu.edu) , 828-227-3350).

Examples of [previous SUTEP grant projects](https://tinyurl.com/wcusutepgrant) are available online: [https://tinyurl.com/wcusutepgra](https://tinyurl.com/wcusutepgrant)