

GRCC Grant Program Guidelines

Instructional Improvement and Professional Development (IIPD)

Grants Department

Background

The Instructional Improvement and Professional Development (IIPD) program has been operating at GRCC for over 30 years. It is made possible through funding provided by the Grand Rapids Community College Foundation. The IIPD program is administered by the Grants Department.

Purpose

The purpose of the IIPD program is to support *“faculty professional development to ensure continued growth, develop new avenues of instruction and curriculum, and to enhance the professional lives of faculty for increased student learning, achievement and success.”*

IIPD Awards

IIPD grants are awarded twice each fiscal year during funding competitions held in October and March. Unspent funds from previous fiscal years are rolled over to the next fiscal year. The maximum grant award is \$5,000 per applicant, per fiscal year.

IIPD Evaluation Process

Members of the IIPD Review Committee are appointed by the Academic Governing Council (AGC) for three-year terms. During IIPD funding competitions, members of the IIPD Review Committee review and score each application and come to a consensus on recommendations for funding. An application may receive full or partial funding based on the score of the application, the recommendations of the committee, and availability of funds. Additional information may be requested from the applicant during the review process.

IIPD Grant Criteria

Funding recommendations are based on the extent that an application supports the following criteria:

- Meets the mission, strategic priorities, and outcomes of GRCC.
- Creates an impact on learning and enhances student success.
- Increases the potential for the development of new avenues of instruction.
- Includes a clear and comprehensive plan for assessing the impact on student learning.
- Engages others in the learning process by disseminating activity results to the wider campus community.
- Meets the applicant's departmental objectives.
- Fosters the applicant's professional development goals.
- Fits with the applicant's existing responsibilities.
- Broadens the impact of the IIPD program by supporting individuals who have not received an IIPD grant in the past.
- Will be implemented within a year from the date of the award.

IIPD Grants may not be used for:

- Equipment purchases
- Substitute pay
- Student subsidy (i.e., tuition reimbursement)
- Projects and activities that have been previously completed
- Scouting trips for study abroad

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Applicant Eligibility Requirements

Permanent, full-time GRCC faculty members who meet the following requirements, are eligible to apply for an IIPD grant:

1. Has successfully completed two years of probation.
2. Is actively working and not on leave.
3. Has not received an IIPD grant within two years from the date of submission of their last IIPD application. Only one application may be submitted per funding competition.
4. Has received approvals to submit an application from their associate dean and department head/program director.
5. Has submitted an IIPD Report on activities resulting from a prior IIPD grant.
6. Has participated in formal IIPD shared learning prior to applying for another IIPD grant to increase the impact on student learning and enhance student success.
7. Is not currently serving on the IIPD Committee.
8. Is not a staff member of the Grants Department.

IIPD Grant Application Process

To apply for an IIPD grant, a complete copy of the application packet must be submitted via email to the Grants Department by the application deadline date. Grant application deadlines are published in *GRCC Today* and posted on the [Grants Department webpage](#). Applications will be considered in the next available funding competition. The grant application packet is comprised of:

- ✓ Grant Cover Page & Application Form
- ✓ Grant Budget Form
- ✓ Budget Documentation
- ✓ Dean's Approval Form
- ✓ Department Head/Program Director Approval Form

A complete copy of the grant application packet must be received by the Grants Department by 4:30 p.m. on the deadline date in order to be considered for funding. No late applications will be considered and incomplete proposals will not be reviewed by the committee. Proposals must include every item listed above as part of the application packet. The applicant is responsible for inclusion of all documents and on-time delivery.

Grant Awards

All IIPD applicants, their associate dean, and department head/program director will receive a letter as an email attachment from the Grants Department informing them of approval or denial of the IIPD application. IIPD grant recipients are asked to inform the Grants Department of their acceptance of the award within one week of notification. Recipients may need to use other sources of funds to support their activity if an award is less than what was requested.

Reporting

All IIPD grant recipients are required to submit a report on the completed project or activity at the time that they submit their IIPD Reimbursement Form to the Grants Department. Reimbursement requests will not be processed until a report is submitted. The IIPD Report Form is available on the [Grants Department webpage](#). All applicants must report on grant-funded activities in order to remain eligible for future IIPD grant consideration.

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Shared Learning

To increase the impact on student learning and enhance student success, IIPD grant recipients are expected to share what they have learned as a result of their grant-funded activity. The GRCC Center for Teaching Excellence assists grant recipients in implementing shared learning experiences for faculty, staff, and the broader community.

Shared learning activities can include short video presentations posted on the Grants Department or Center for Teaching Excellence webpages, presentations at faculty Learning Day sessions, departmental presentations, or campus-wide or public presentations to other educational institutions or community-based groups. GRCC Media Technologies can assist in making videotaped presentations. Presentations can describe new avenues of instruction, changes in curriculum or teaching strategies, or other activities that will result in enhanced student success.

IIPD Grant Reimbursements

All IIPD grant recipients are reimbursed according to GRCC travel and employee reimbursement policies. See [11.0 Business Functions](#) for these policies.*

Note: An IIPD Report Form is required to be attached to the IIPD Reimbursement Form. Reimbursement requests will not be processed until an IIPD Report Form is submitted.

General reimbursement guidelines for costs incurred on lodging, travel, meals and other expenses:

1. Prior to making travel reservations, secure the approval of the dean and budget control officer (BCO) for your department by completing an electronic [Leave of Absence Form](#). A leave of absence form must be completed and approved prior to leaving campus.
2. Following approval, finalize plans for registration, transportation and lodging. Airfare may be purchased by contacting the APSS to the VP for Finance & Administration. He/she will procure 2nd class airfare with a BOT-approved travel agent. **You must inform the APSS to the VP for Finance & Administration that you will be using an IIPD grant for the cost of the reservation(s).**
3. You may purchase 2nd class airfare on your own and submit those expenses for reimbursement following procedures in the Employee Reimbursement Policy.
4. Mileage for business-related travel by automobile may be made at a level up to, but not exceeding, the most current IRS publicized rate for mileage reimbursement. If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (Note: If driving your own car, you will be reimbursed for the lower of actual mileage or economy airfare).
5. Work with your department APSS or budget control officer to submit a purchase requisition request to the Purchasing Department for conference registration, hotel, and costs other than airline travel. Purchasing will send a check directly to the vendor or back to you to pay the vendor. **You must inform the Purchasing Department that you will be using an IIPD grant for the cost of the reservation(s).**
6. Travel advances are not permitted.
7. Meals will be reimbursed on a per diem basis, based on the current annual GSA meal and incidental expense (M&IE) rates found [here](#). It is NOT necessary to submit receipts for meals. The per diem rates include tips and taxes. The first and last day of travel is reimbursed at 75% of the per diem. Where meals are covered by a conference registration fee, provided via a group meal, etc., they should be deducted from the daily per diem rate at the indicated per meal (e.g. for breakfast, lunch, dinner) amounts. Refer to the Employee Reimbursement Policy for further information.
8. Retain all receipts needed for reimbursement (except for meals, as noted above). Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred.

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9. Complete an IIPD Employee Reimbursement Form available on the Grants Department webpage, located [here](#). Submit it with scanned copies of the itemized, paid receipts to the Grants Department as a PDF.

Employee Reimbursement: Policy Updates (June, 2019)

1. Employees may purchase their own airfare up to a limit of \$500. Airfare in excess of \$500 must be purchased through the college approved travel agent. Airfare for student travel and employee groups of three (3) or more must be arranged with a college-approved travel agent. The college will reimburse the cost of 2nd class airfare, coach or main cabin seating.
2. Travel permitted the day before and after conference, when necessary. Consideration must be given to having a balance between convenience for the employee and lowering costs for the college.
3. If you use bonus miles, you will not be reimbursed for the cost of the airfare.
4. Baggage fees for one bag only will be reimbursed. If you drive your own car, you will be reimbursed for the lower of actual mileage or economy airfare.
5. Reasonable tipping up to 20% for meals.