

**TITLE III STRENGTHENING INSTITUTIONS GRANT**  
**U.S. Department of Education**  
**State University of New York at Potsdam**  
**2011-2012**

**“Transforming the Academy:  
Integrating Undergraduate Research  
in Learning Communities”**

**INSTRUCTIONAL EQUIPMENT and SUPPLIES APPLICATION**

**GOAL**

The goal of the “Transforming the Academy: Integrating Undergraduate Research in Learning Communities” equipment and supplies program is to provide instructional support for faculty teams engaged in promoting active undergraduate research opportunities or integrating undergraduate research principles or practices in either (a) First Year Interest Groups (b) Upper Division Learning Communities or (c) General Education Learning Communities.

**ELIGIBILITY**

Title III one-time only “Transforming the Academy” equipment and supplies program awards are available to eligible tenure-track and tenured faculty. The competitive instructional support program places a priority on applications that integrate basic research principles and practices in one of the following:

1. Two or more courses paired in a First Year Interest Group (FIG)
2. Two or more courses paired in an Upper Division Learning Community
3. Two or more courses paired in a General Education Learning Community

**AWARDS**

Funded faculty teams receive \$1000 to purchase instructional equipment or supplies in support of curriculum designs to integrate basic research principles or practices in one of the three eligible program awards indicated above.

**APPLICATIONS**

Complete applications will be accepted at any time prior to these deadlines:

- **2011: November 7 and December 5**
- **2012: April 3 and May 1**

Application forms are available from Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall or at [ellingmj@potdam.edu](mailto:ellingmj@potdam.edu). You may also call ext. 2942 for additional information. Late applications will not be considered.

**SUBMISSION**

Completed applications should be submitted on or before the due date to Gerald Ratliff, Title III Project Director, in 712 Raymond Hall. Interested faculty apply as a collaborative team submitting individual Instructional Equipment and Supplies application forms. One faculty member will be identified as the Program Coordinator to communicate directly with the Title III Project Director. Funded instructional equipment and supplies proposals will be offered in either the Fall 2011/Spring 2012 or Fall 2012/Spring 2013 academic term. If you have questions during the application process, please do not hesitate to contact the Project Director at [ratlifgl@potdam.edu](mailto:ratlifgl@potdam.edu) or call at ext. 2107.

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*INSTRUCTIONAL EQUIPMENT and SUPPLIES APPLICATION*

*Faculty Information*

Name:	Title/Rank:
Department:	Date of Application:
Campus Phone:(315)267-	E-mail Address:                    @potsdam.edu
Campus Address:	

*Instructional Equipment and Supplies Program*

<b><i>Please check only 1 Box:</i></b>
<input type="checkbox"/> Two or more courses paired in a First Year Interest Group (FIG)
<input type="checkbox"/> Two or more courses paired in an Upper Division Learning Community
<input type="checkbox"/> Two or more courses paired in a General Education Learning Community
<input type="checkbox"/> Other: (Please describe)

*Signatures to acknowledge application*

Applicant:	Date:
Department Chair:	Date:
Dean:	Date:
Title III Administrative Assistant:	Date:

*A complete "Transforming the Academy" Instructional Equipment and Supplies Application will include:*

- Instructional Equipment and Supplies Proposal Form
- Instructional budget and supporting vendor materials as indicated

*Signature of Applicant:* \_\_\_\_\_ *Date Submitted:* \_\_\_\_\_

<b><i>FOR OFFICE USE ONLY:</i></b>
Date Application Received by Title III Grant Office: _____
Received by: _____
<input type="checkbox"/> <b>NOT</b> Approved for Funding <input type="checkbox"/> <b>APPROVED</b> for Funding
<b><i>Gerald L. Ratliff</i></b> , Title III Project Director _____

**Section I. Instructional Budget**

*Itemize projected instructional equipment and supplies expenditures not to exceed \$1000 per learning community team by completing the chart below. Requests for classroom supplies may include resource materials, tapes, videos, supplementary reading materials, laser cartridges, poster boards, clickers, dry erase markers and research poster paper among other instructional requests. Please note that requests for instructional classroom equipment require a more detailed narrative as indicated below.*

**Equipment and Supplies**

<i>Item/Description</i>	<i>Quantity</i>	<i>Cost</i>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
<i>Total Equipment and Supplies</i>		<i>\$</i>
<i>Total Expenditures</i>		<i>\$</i>

**Equipment Requests: Please describe in detail equipment requests.**

*Cost should be estimated or quoted from a vendor. Please append a copy of vendor ordering information and estimate or quote as part of the projected budget. Indicate a brief justification for each request for supplies and a longer narrative for equipment requests that are specifically related to the project proposal. Proposals recommended for funding must purchase instructional equipment and supplies before the project mid-term report is due or all unexpended funds will be forfeited. Purchase orders must be processed in a timely manner through Julie Ellingsen, Title III Administrative Assistant, and any changes in the approved budget proposal following an award will need prior review and approval by the Title III Project Director.*

## ***Section II. Appended Materials***

***Please append the following supporting materials related to the request for instructional equipment and supplies expenditures: 1) representative syllabus of course activities or assignments that incorporate instructional equipment and supplies requested and 2) brief description of the role that instructional equipment and supplies requested enhance integration of basic research principles and practices in either a First Year Interest Group (FIG), Upper Division Learning Community or General Education Learning community.***