The UW-Stout Online Teaching Professional Development (OTPD) Grant program provides funding for professional development activities that will enhance knowledge, skills, and abilities for teaching in an online environment. The maximum funding for requests is $1500.

**Purpose**

The purpose of the OTPD Grant program is to provide opportunities for updating and expanding knowledge and skills related to online learning. The primary objective of the grant program is to:

*Foster Professional Online Teaching Expertise*. This grant provides an opportunity for faculty and academic staff to enhance their effectiveness in meeting changing needs and roles as an instructor in an online learning environment. Some examples include instructional design for online learning, instructional strategies for teaching effective online courses, and the use of technology to enhance online courses.

**Proposal Format** (use the [Grant Application Template](#))

**Section 1: Project**

1) Project Title  
2) Name of Applicant  
3) Department/Unit; phone/e-mail  
4) Project beginning and ending dates  
5) Total budget requested  
6) Abstract (1-2 paragraphs summarizing the project)

**Section 2: Narrative (1-2 Pages)**

1) State the project purpose and need.  
2) State objectives of the professional development activity.  
3) Describe the professional development activity and how it meets the objectives of this specific proposal.  
4) Alignment - describe how the activities of the proposed project will contribute to the primary objective of the OTPD Grant.  
5) Evaluation - describe how the success of the objectives will be measured.  
6) Deliverable - identify a deliverable(s) that will demonstrate application of the professional development activity, and describe how the results of the project will be applied to your online teaching practice.

**Section 3: Budget**

Prepare a budget, with detailed line items and a budget narrative. Do not include indirect costs. If the proposed activity totals more than $1,500, the additional funding source(s) must be identified. These sources may come from department, college or personal funds.

The budget should reflect standard university rates as detailed in the [Budget Information Sheet](#).

**Review Criteria**

1) The project purpose and need is clearly explained.  
2) Stated objectives align with project purpose and need.  
3) The professional development activities meet the objectives of the project.  
4) The proposal clearly describes the evaluation plan to determine the extent to which the objectives were met.  
5) The project is strongly aligned with the primary objective of the OTPD Grant.  
6) The planned deliverable is appropriate to the project and is clearly identified.  
7) The budget is appropriate for the requested professional development activity.
Stout Online Deadline

UW-Stout • Online Teaching Professional Development Grant proposals are due to Stout Online at least 4 weeks before the professional development activity begins. Submit the proposal as a Word document to: de@uwstout.edu or First Bank & Trust Building; proposals are accepted on an ongoing basis.

- Awarded amount: up to $1500
- Proposals can only be submitted once every fiscal year (July – June)

Previous Applicants: Were you a previous recipient of a UW-Stout • Online Teaching Professional Development? Note: Those applicants who have previously received the UW-Stout OTPD Grant must have met or exceeded all requirements of the grant (Final Report, Deliverable) in order to be considered for a subsequent UW-Stout OTPD Grant.

Grant Review: All proposals are received by Stout Online, routed by Research Services for standard university signatures, and reviewed by the Director and two representatives of the Customized Instruction Advisory Board. Stout Online will notify the applicant of the funding decision within 14 days of submission.

Resubmission

Applicants who have been denied will receive feedback as to why their project was denied. If denied grant funds, applicants have the opportunity for a single revision, due to Stout Online (de@uwstout.edu) one week from the original funding decision notice.

Final Report and Deliverable

A brief final report (use Final Report Template) is due to Stout Online at the end of the project. (Please type “Final Report” in the subject line of your email.) This summary of the activity and outcome will be posted on the Stout Online website.

The deliverable that was identified is also required at the time of the final report submission, with a clear description of how the deliverable will be applied to your online teaching practice.

You are also requested to submit the summary for dissemination via Stout Today at https://orgsync.com/11321/forms/48003/show.

Grant Contact

For additional information about the UW-Stout • Online Teaching Professional Development Grant or application, contact:

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