

## UCAT Grant Guidelines

# Speaker Fund Grant

## Overview

The Speaker Fund Grant is intended to support the bringing of preeminent speakers within individual disciplines to UNO to interact with faculty, students, and staff across campus.

The maximum amount for a Speaker Fund Grant is \$1,500, paid as a budget transfer to the applicants' departmental, or equivalent, cost center.

## Notes

- Applications in Fall 2021 must be submitted through Qualtrics.
- The first submission step is a required initial review by your UCAT college representative, with opportunities for revision. Please contact your representative via email with your materials by Oct 1. The list of UCAT representatives, with email addresses, is available at: <https://www.unomaha.edu/faculty-support/teaching-excellence/index.php#ucat>.
- The second step is final submission via Qualtrics. The deadline is Oct 15. Applications must complete both steps in accordance with the associated deadlines.
- A successful application will establish the rationale for how the speaker's presence on campus will enhance teaching/learning, by providing
  - (1) a clear instructional area and presentation topic,
  - (2) evidence that the speaker is an established leader in the field,
  - (3) a description of how the speaker's presentation will advance teaching at UNO, both within and outside the specific discipline,
  - (4) how this event will be disseminated to the UNO community prior and following the visit, and
  - (5) how the event fits into existing program/curriculum, quantifying the projected impact when possible.
- Applications must contain a budget, detailing how funds will be used.
- Applications should be designed to be readily accessible to a multidisciplinary committee.
- Poorly described, incomplete, and/or unclear applications are not acceptable. Applicants should elaborate the details of their proposal with precision and without jargon.
- The rubric used to review and score applications is below. Please review before submitting.
- Faculty may not receive more than one award in each grant category for the academic year. However, applicants are eligible to apply for the other UCAT grants categories: Course Development, Curriculum Development, and Instructional Material Grants. Applicants applying for multiple grants should prepare grants separately, fulfilling their individual criteria appropriately, even when their grants may be related to the same course or curriculum.
- Applicants will be informed of the funding decision following the UCAT committee meeting held after application deadline, typically within 30 days.
- All previous grant reports must be turned in prior to consideration of new grant applications.

## Post-Award Requirements

A brief final report should be submitted to UCAT via Qualtrics within 15 days of the event, containing (a) a summary of the presentation and its perceived impact, (b) a list of all attendees (names and departments), and (c) a copy of the announcement/poster that was disseminated.



**UCAT Speaker Grant Rubric**

Section	Evaluative Statement		
	Excellent	Average	Poor
<p>Speaker Expertise and Plan <i>Weight 35%</i></p>	<p>A clear and specific instructional area(s) or presentation topic(s) to be presented by the speaker is provided. The application provides a current CV/resume of the speaker, and establishes how the speaker is a leader in the field with the experience and knowledge necessary to speak on the topic. A clear plan for dissemination is presented.</p>	<p>The speaker is known in the field. However, the CV/resume and application indicate the speaker may only have some of the experiences and knowledge necessary to speak on the specific topic. A general instruction area or presentation topic is provided but not clearly described. A dissemination plan is present in the application, but not fully resolved.</p>	<p>The prominence and experience of the speaker is not substantiated by the CV/resume. The instructional area of presentation is not provided or poorly described. The dissemination plan is not considered.</p>
<p>Impact at UNO <i>Weight 35%</i></p>	<p>Application clearly details how the presentation will advance teaching at UNO, both within and outside of the specific discipline. Application highlights the specific courses, programs of study, and links to other campus initiatives, including the University mission statement in addressing the impact of the event to campus.</p>	<p>A potential positive impact on teaching and learning at UNO is presented, but not completely described or substantiated. The presentation may only be applicable within the specific unit or College. Alignment of the project with the University mission statement is not fully developed.</p>	<p>The application does not present how the presentation will positively impact teaching and/or student learning at UNO. Application does not align with University mission statement.</p>
<p>Writing Mechanics <i>Weight 20%</i></p>	<p>The application is appropriate for a multi-disciplinary audience and is well written, with no typos or mechanical errors.</p>	<p>The application is fairly well-written, but contains some typos or mechanical errors. Some instances of excessive technical jargon.</p>	<p>Frequent mechanical errors and typos are present. Application is jargon-heavy and not understandable to a multi-disciplinary committee.</p>
<p>Budget <i>Weight 10%</i></p>	<p>Budget is provided and sufficiently justifies proposed expenses within the stated limit.</p>	<p>Budget is present, but proposed expenses are not fully justifiable within the stated limit.</p>	<p>Budget exceeds stated limit.</p>