



APPLICATION  
**Teaching Enhancement Program**

Center for Teaching, Research, and Learning  
American University  
Washington, DC  
ctrl@american.edu

**DUE DATE: Monday, November 14, 2011**

The Teaching Enhancement Program is for small expenditures (up to \$75) that will improve student learning in the context of a single course.

**Information on Faculty Member Applying**

Name:

Department:

Tenure-Line

Term

Adjunct

School/College:

Email Address:

Telephone:

**Information on How Grant Would be Used in Spring 2012**

Course Number:

Course Name:

Short description (c.100 words) of how the award would be used:

### **Alternate Sources of Funding**

If you wish to purchase books or video materials, have you checked if the University Library can purchase these materials?

yes  
no  
not applicable

If you wish to purchase software, have you checked with Assen Assenov (Manager of the Social Science Research Lab in CTRL) if the University already owns the software or can purchase it from another source?

yes  
no  
not applicable

Have you checked with your department chair/division director/dean to see if your academic unit has funds to support this type of expense?

yes  
no

### **Ground Rules for Use of Funding**

1. Funds may be used for such purposes as honoraria for outside speakers or materials that are "used up" during the course (e.g., short-term subscription to online teaching tools, special supplies for a science or arts course that doesn't have a lab fee).
2. Materials that are durable (e.g., books, DVDs) become the property of the university, though they can be used by the recipients for subsequent course offerings.
3. Grants are not designed to support faculty research or conference attendance.
4. Grants cannot be used for food.
5. Awards must be used in full (and all receipts for reimbursement received in CTRL) by **April 1, 2012**. Original receipts should be submitted, in person, to Julie Spaeth in Hurst 214.

If you have questions, please contact Julie Spaeth ([spaeth@american.edu](mailto:spaeth@american.edu) or 202-885-2117).

To submit the completed application,  
please press the "Submit Form" button in the upper-right-hand corner.

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