



Faculty Teaching & Learning Center

FTLC Mini-Grant Program—Fall 2026

Request for Proposals

Key Dates & Information

RFP Release Date	August 31, 2026
Proposal Due Date	October 16, 2026
Award Notification	November 13, 2026
Award Amounts	up to \$500.00 .
Project Duration	Funding is for activities occurring between Sept 2026-Feb 2027

Program Description

The FTLC Mini-Grant Program was designed to pair two of the FTLC's main objectives: supporting faculty and bringing faculty together to inspire and learn from each other. The mini-grants are meant to aid faculty in their endeavors related to teaching and learning, research or creative activities, and/or community or discipline-specific service. There are two types of awards: Faculty Professional Development Grants and Teaching Innovation Grants.

Faculty Professional Development Grant

This award assists faculty engaging in scholarly endeavors, such as

- Participation at a conference where the faculty member will make a significant contribution (e.g., present a paper, serve as a discussant, or chair a panel)
- Research where travel is required (e.g., visiting historical archives or conducting interviews)

Proposals should explain how the activity will impact on the applicant's professional portfolio and/or impact on students.

Teaching Innovation Grant

This award supports faculty seeking to expand their instructional talents by obtaining teaching-related materials or training and then applying it to their practice. Funding will be considered for

- Purchasing teaching-related books, journals or other instructional media to revolutionize your course(s).
- Participating at a teaching conference where the instructor will make a significant contribution (e.g., present a paper, serve as a discussant, or chair a panel).
- Providing an honorarium to a guest (non-CSUB) speaker for a presentation to students or for demonstrating innovative pedagogies to colleagues.

Proposals should explain why the new tool or training is "innovative." Applicants are encouraged to explore inclusive pedagogies, methods that close equity gaps, or strategies that increase student engagement.



Proposal Review Criteria

Submit your proposal through [Kuali Build](#) . You will be asked to

- ✓ Describe the activity. What do you propose to do? [Up to 250 words]
 - Attach supporting documents (e.g., conference presentation acceptance letter)
- ✓ Select the grant for which you are applying
 - Professional Development
 - Explain the impact on your research or scholarship. [Up to 150 words]
 - Teaching Innovation
 - Explain the impact on your students. [Up to 150 words]
- ✓ Specify what aspects of your proposal require funding as well as the total amount requested.
 - Example: \$100 for books (4 x \$25) and \$400 for speakers (2 x \$200) = \$500

Eligibility

Who should submit?

Any CSUB full-time lecturers, tenure-track, and tenured faculty may apply for a FTLC Mini-Grant.

Note: Because we want to extend FTLC support to as many faculty as possible and have limited funding available, priority this term will be given to instructors who have not received a mini grant recently. Faculty who received funding in Spring 2026 are therefore less likely to receive an award this cycle.

Budget

The FTLC will accept grant proposals with budgets up to \$500. Funds awarded are for upcoming events and expenses. Spring awards are for activities occurring between March and August. Fall awards are from September to February.

Budget Restrictions

- Faculty stipends or release time are not allowable with the FTLC Mini-Grant Program.
- Expenses normally covered by departments or schools will not be funded.
- Student salary is not allowable with the FTLC Mini-Grant Program.
- Ongoing annual costs that would require future funding, such as subscriptions, memberships, or recurring software licenses.

Proposal Submission

Proposals should be submitted electronically at our [Kuali Build](#). Failure to follow these guidelines may result in proposal rejection during administrative review. Proposals that are complete and meet eligibility requirements will be evaluated for merit by the FTLC Advisory Board within one month of receipt. Funding decisions will be based on recommendations made by the Board, available funds, and the FTLC's strategic priorities.

Awarding Mini-Grant Funds

Grant recipients will be reimbursed for the cost of their materials, honoraria, registration fees, or travel expenses after the fact, through [Concur](#). Contact the Faculty Teaching & Learning Center as soon as you return from your travel to discuss reimbursement. Awardees who would like to have their funds directly



deposited should complete an [Electronic Funds Transfer \(EFT\) Form](#) and submit it to Accounts Payable. This form is different from Payroll Direct Deposit.

Post-Award Requirements

All recipients will be required to submit a brief summary of the project's outcomes to tlc@csub.edu. The Final Grant Report should include

1. Project description
2. Specific examples of changes in teaching strategies or assistance with scholarly activities
3. Impact on students (examples of student learning, mentoring, or curriculum goals)

If travel is part of your grant request, complete the [Travel Request in Concur](#) **before you travel**. This form must be approved prior to travel. Additional information can be found on the [CSUB Travel website](#).

Program Contacts

Submission questions
Program questions

Chris Shiery, Administrative Support Coordinator cshiery@csub.edu
Rebecca Weller, FTLC Director rweller@csub.edu