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|  | Central European University  Budapest Hungary  CEU OFFICIAL DOCUMENT |

# CEU Teaching Development Grants

**Application Form**

1. **Title of the proposed teaching development project**
2. **Department/Academic Unit**
3. **Name of Faculty member in charge of the project (full-time or part-time teaching faculty under a valid contract with CEU over the period of the project)**
4. **Start and end dates of the proposed project**
5. **Brief description of the proposed project, activities and expected results**

Please include a brief abstract of the proposed project that includes a short description of the context, the overall justification and goal of the teaching development project, some possible preliminary questions, innovations, or other aspects of your teaching that you plan to investigate, and also, how student learning may be improved through this project. This description should not exceed 1 page (possibly supplemented by Annexes and additional materials).

1. **Does the teaching development project involve ethical issues which need to be addressed in accordance with CEU Ethical Research Policy?**

❒ - No

❒ - Yes

If yes, please, detail:

1. **Project dissemination**

Please describe the likely impact of this teaching development project on your own teaching, in the context of your department, CEU, and your discipline. Also, indicate how you envisage sharing the project results with your colleagues at CEU.

1. **Requested funding. Note:** Funds up to 4,000 euros may be requested for project-related expenses such as: hiring doctoral student teaching project assistant(s), attendance at teaching-related workshops and conferences, software or other teaching-related equipment or materials required for implementation of the project. The fund may not be used for faculty salary support. Please indicate the specific amounts requested for each category of activity for which funding is requested.

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| **Category** | **Amount** |
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| TOTAL |  |

Add rows as necessary.

1. **Project administrator (with SAP licence)**

Please return the completed forms and all required attachments by **15 May 2024** to **Veronika Csapó, ACRO** at: csapov@ceu.edu. The applications, including any supplementary materials, should be submitted electronically.

*Second funding cycle of the 2024-2025 AY:*  Applications for projects to begin also during academic year 2024-2025 will be due on 15 November 2024. Grant awards for this cycle will be announced in early January 2025.

# CEU Teaching Development Grants

# **Reporting Form**

1. **Title of the teaching development project**
2. **Start and end dates of the project**
3. **Short narrative account of the activities undertaken and results of the project. (approx. 2 pages).**Please describe the questions or issues you investigated, activities undertaken, and observations and reflections about what you discovered. Please focus on specific concrete activities and observations. You may also wish to describe any changes or on-going experimentation you are planning to incorporate into your teaching as a result of this project. (Please enclose any documents, including assignments or student work, if appropriate and available).
4. **Brief description of the planned or occurring project dissemination activities**
5. **If your project was reviewed by the CEU Ethical Research Committee or other Review Board: Did you deviate from the original methods reviewed and accepted? If so, why?**
6. **Other comments** (including explanation for any possible deviation from the original budget)

| Document information | |
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| **Type** | Form |
| **Number** |  |
| **Title** | **CEU TEACHING DEVELOPMENT GRANTS Application Form and Reporting Form** |
| **Distribution** | Internal |
| **Filename** |  |
| **Notes** |  |
| **Related documents** | Senate decision on **CEU Distinguished Teaching Award** and  **CEU Teaching Development Grants**. |