

# Center for Teaching and Learning

## Pedagogical Inquiry Grants Cover Page

Date submitted: \_\_\_\_\_

Title: \_\_\_\_\_

**Description:**

*FYI: This will be posted on-line, as received, with the title of your project.*

**Length of Project:**  
(maximum 24 months)

Anticipated  
Start Date: \_\_\_\_\_

Anticipated  
End Date: \_\_\_\_\_

Project Type  
(Check one)

**A) Cross-Departmental Inquiry**

**B) Departmental Inquiry**

**C) Pedagogical Enhancement**

**Applicant(s):** Please list the *name and department* of the faculty/staff applying for this PIG Grant.

**Budget Information:**

\_\_\_\_\_ **Faculty/Staff Stipend(s)**

\_\_\_\_\_ **Student Assistants**

\_\_\_\_\_ **OPE 36%**

\_\_\_\_\_ **Consultants**

\_\_\_\_\_ **Travel**

\_\_\_\_\_ **Supplies & Equipment**

\_\_\_\_\_ **Other** (please explain below)

\_\_\_\_\_ **Readings**

**Total funding requested:**

**Stipends:** Please provide a total amount of stipends. Remember to explicitly indicate whether staff participants should receive a stipend as agreed by their supervisor. **Stipends are paid upon receipt of the final project report.**

**OPE:** is charged at the full rate (36%) on all faculty and staff stipends; OPE does **not** apply to student wages.

**Travel:** Attending a teaching and learning conference or visiting a consultant. Travel expenses may include lodging; airfare (standard fares only); ground transportation; registration costs; food (\$75/day, maximum of 5 days); and mileage reimbursed at current IRS rate (Note that the College encourages staff and faculty to rental vehicles, which can be less expensive than mileage).

**Consultants:** A consultant with expertise can be brought to campus. Their travel expenses plus a stipend of \$500 can be requested.

**Readings:** Each participant may request up to \$100 in books or other research-related fees.

**Equipment and Supplies:** Any equipment purchased with PIG funds will become the property of Whitman College. For requests involving technology, please consult with David Sprunger, Director of Instructional and Learning Technology, prior to submitting your application.

**Student assistants:** Students often offer valuable perspectives on the classroom or curriculum. Up to 80 hours of student assistance can be requested. Make sure to explain why the student's assistance is especially valuable to the project. Contact [Qi Jia](#) for setting up the student timesheet.

**Refreshments:** Up to \$50 per participant allows some meetings to occur over a meal or coffee. Itemized receipts are required.