Background
The Instructional Improvement and Professional Development (IIPD) Grant program has been operating at GRCC for over 20 years. It is made possible through funding provided by the Grand Rapids Community College Foundation. The IIPD Grant program is administered by the Grants and Resource Development Department.

Purpose
The purpose of the IIPD Grant program is to support “faculty professional development to ensure continued growth, develop new avenues of instruction and curriculum, and to enhance the professional lives of faculty for increased student learning, achievement and success.”

Funding Awards
IIPD Grants are awarded twice each fiscal year during funding rounds administered in October and March. Unspent funds from previous fiscal years are rolled over into the next fiscal year. The maximum grant award is $5,000 per applicant per year.

IIPD Evaluation Process
Members of the IIPD Committee are appointed by the Academic Governing Council for three-year terms. During IIPD funding rounds, members of the IIPD Committee score each application and come to a consensus on recommendations for funding. An application may receive full or partial funding based on the score of the application, the recommendation of the IIPD Committee, and funding availability. Additional information may be requested from the applicant during the review process.

IIPD Grant Criteria
Funding recommendations are based on the extent that an application supports the following criteria:

- Meets the Mission, Strategic Priorities and Outcomes of GRCC.
- Creates an impact on learning and enhances student success.
- Increases the potential for the development of new avenues of instruction.
- Includes a clear and comprehensive plan for assessing the impact on student learning.
- Engages others in the learning process by disseminating activity results to the wider campus community.
- Meets the applicant’s departmental objectives.
- Fosters the applicant’s professional development goals.
- Fits with the applicant’s existing responsibilities.
- Broadens the impact of the IIPD program by supporting individuals who have not received an IIPD grant in the past.
- Will be implemented within a year from the date of the award.

IIPD Grants may not be used for:
- Equipment purchase
- Substitute pay
- Student subsidy (i.e., tuition reimbursement)
- Projects and activities that have been previously completed
Applicant Eligibility Requirements

Permanent full-time GRCC faculty members who meet the following requirements, are eligible to apply for an IIPD Grant:

1. Have successfully completed two years of probation.
2. Are actively working and not on leave.
3. Have not received an IIPD Grant within two years from the date of submission of their last IIPD application. Only one application may be submitted per funding round.
4. Have received approvals to submit an application from their Associate Dean and Department Head/Program Director.
5. Submitted an IIPD Report on activities resulting from a prior IIPD Grant.
6. Participated in formal IIPD shared learning opportunities prior to applying for another IIPD Grant to increase the impact on student learning and enhance student success.
7. Are not currently serving on the IIPD Committee.

IIPD Grant Application Process

To apply for an IIPD grant, a completed copy of the application packet is submitted via email or in hard copy to the Grants Department by 4:30 p.m. on the application deadline date. Grant application deadlines are published in GRCC Today, posted on the Grants Department web page at www.grcc.edu/iipdgrants and announced through all-faculty emails and printed materials. Applications will be considered in the next available funding round. The grant application packet is comprised of:

- Grant Cover Page & Application Form
- Grant Budget Form
- Budget Documentation
- Dean’s/Associate Dean’s Approval Form
- Department Head/Program Director Approval Form

A complete copy of the grant application packet must be received by the Grants Department by 4:30 p.m. on the deadline date in order to be considered for funding. No late applications will be considered and incomplete proposals will not receive consideration for funding. Proposals must include every item listed above as part of the grants application packet. The applicant is responsible for inclusion of all documents and delivery on time.

Grant Awards

All IIPD Grant applicants, their Associate Dean, and Department Head/Program Director receive a letter from the Director of the Grants and Resource Development Department informing them of approval or denial of the IIPD Grant. IIPD grant recipients are asked to inform the Grants Department of their acceptance of the award within one week of notification. Recipients may need to use other sources of funds to support their activity if an award is less than what was requested.

Reporting

All IIPD Grant recipients are required to submit a report of the completed project or activity to the Grants Department at the time that they submit their IIPD Reimbursement Form. Reimbursement requests will not be processed until a report is submitted. The IIPD Report Form is available on the Grants Department web page at: www.grcc.edu/grantreimbursements. All applicants must report on grant-funded activities in order to remain eligible for future IIPD Grant consideration. IIPD grant reports will be posted on the Center for Teaching Excellence web page to facilitate shared learning of grant activities.
Shared Learning
To increase the impact on student learning and enhance student success, IIPD Grant recipients are expected to share what they have learned as a result of their grant-funded activity. The GRCC Center for Teaching Excellence assists grant recipients in implementing shared learning experiences for faculty, staff, and the broader community.

Shared learning activities can include presentations at faculty Learning Day sessions, departmental presentations, or campus-wide or public presentations to other educational institutions or community-based groups. Video presentations will be shared on the Center for Teaching Excellence web page. Presentations can describe new avenues of instruction, changes in curriculum or teaching strategies, or other activities that will result in enhanced student success.

Grant Reimbursements
All IIPD grant recipients are reimbursed according to GRCC Travel and Employee Reimbursement policies.

Note: An IIPD Report Form is required to be attached to the IIPD Reimbursement Form; reimbursement requests will not be processed until an IIPD Report Form is submitted.

General reimbursement guidelines for costs incurred on lodging, travel meals and other expenses are:

1. All faculty travel must be approved by the appropriate Dean and be in accordance with the Faculty Agreement. A leave of absence form must be completed and approved prior to making travel arrangements. This form can be found: http://cms.grcc.edu/human-resources/forms.

2. Prior to making reservations and/or completing the travel, secure approval of your department’s Budget Control Officer (BCO), when required, per GRCC Travel Standards Guidelines and policies. Following approval, finalize plans and pay for costs according to GRCC operating procedures:
   a) Work with your department secretary or Budget Control Officer to submit a purchase requisition request to the Purchasing Department for conference registration, hotel, and costs other than airline travel. Purchasing will send a check directly to the vendor or back to you to pay the vendor. You must inform the Purchasing Department that you were awarded, and will be using, an IIPD grant for the cost of the reservation(s).
   b) Airfare cannot be purchased on the college procurement card. Airfare may be purchased by contacting the Administrative Assistant to the VP for Finance & Administration (escaturr@grcc.edu). She will procure 2nd class airfare with a BOT-approved travel agent. You must inform the Administrative Assistant to the VP for Finance & Administration that you were awarded, and will be using, an IIPD grant for the cost of the reservation(s).
   c) You may purchase 2nd class airfare on your own and submit for reimbursement following procedures in the Employee Reimbursement Policy.
   d) If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (mileage costs cannot exceed 2nd class airfare).

3. Retain all receipts needed for reimbursement upon completion of the activity. Credit card slips and other bona fide “paid” receipts must accompany the reimbursement request. Meal and hotel receipts must be itemized. Non-itemized receipts will be reimbursed at the maximum allowed by IRS of $25. Copies of itemized receipts are required for all food purchases.

4. Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred. This requirement is in accordance with IRS Publication 15
(Circular E) – Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement being treated as taxable income. However, in no case will an employee be reimbursed for expenditures submitted later than six months after the original date of expenditure.

5. Complete an IIPD Employee Reimbursement Form available online at: www.grcc.edu/grantreimbursements and submit it, with scanned copies of the itemized, paid, receipts, to the Grants Department as a PDF. Instructions can be found on the Grants Department web page.