

Guidelines for Small Grants Proposal in the Institutional Grants Program of the United Board for Christian Higher Education in Asia

The Small Grant Program (SGP) is designed to support innovative educators to launch small, start-up activities and pedagogical experiments to enhance Whole Person Education (WPE) in their institutions. The themes or topics of these projects are open. Activities may be in response to compelling opportunities or in preparation against anticipated adversities. For example, the SGP may support: developing a new curriculum; a faculty development program for enhanced teaching and learning; an inter-disciplinary research program; an expanded set of student services; an arts initiative; a new use for web-based technology for teaching; initiating a new approach to enhancing Christian presence at the university; planning or doing research required for submitting a major proposal to another funding source; or initiating a strategic partnership with another university or an NGO in the surrounding community.

SGP funds may be used to initiate a quality assurance process for existing academic programs at the university, or facilitate focus groups and survey research to discern what new education programs the university might undertake, or new population of potential students they may serve. SGP funds may be used to hire consultants for specific purposes related to a new priority initiative. They may also be used as an incentive or as matching fund for a new fundraising campaign by the university. All funds should be expended on or near to the campus. They should not be used simply to augment well-established or on-going programs. The SGP is not intended for individual faculty members to conduct their own academic research or support student activities in existing courses.

Following the standard guidelines for Institutional Grants Program, SGP proposals should show how the envisioned activities are directly linked to WPE at the university. The project must be something to which the central administration is clearly and publicly committed, and can show a significant cost-share at present and in the future. The activity should not be just for a one-off event, but part of a well-reasoned and researched process leading to a new sustainable program for students at the university.

Proposals to the SGP may be imaginative and take prudent risks to experiment with new approaches or methods. Projects may support the university to help other, less resourced colleges/universities, such as building joint programs in teaching and/or research. The focus of SGP activities may be research, teaching or service to the community. They may, but need not, relate to the priorities for UB's institutional grants, such as Service-Learning and Campus-Community Partnerships, Interreligious Understanding and Peace Education, and Asian Folklore and Cultural Heritage Studies.