

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) Pedagogical Enhancement B) Cross-Departmental Inquiry C) Departmental Inquiry D) Course Pilot

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 8%	_____	Consultants
_____	Travel	_____	Supplies & Equipment
_____	Others (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 a reduced rate (8%) 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 (coach rate 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 consider 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. In addition, for projects that might entail hosting a visitor to campus, those expenses may be included.