

# WPI Class of '57 Teaching Development Travel Grants

Administered by the Morgan Teaching and Learning Center

Announcement Date: March 20, 2025

Application Deadline: April 14, 2025

Teaching Development Travel Grants provide support for faculty to participate in a conference, external institute/workshop, or other travel that focuses on pedagogy, assessment of student learning, curriculum design, or the scholarship of teaching and learning. The primary intent of the grants is to enable WPI faculty to connect with external communities: to learn from national teaching scholars and practitioners and to apply what they learn to their teaching, scholarship, or leadership practice, and/or to disseminate their own work. The grants are made possible by the generosity of the Class of 1957 through its Excellence in Teaching Fund.

## Eligibility

For the round of grants funded in Spring 2025, all full-time secured teaching faculty (TRT) and all teaching-mission tenure-track faculty are eligible to apply.

## Appropriate Uses

Travel to conferences, institutes, or workshops should be dedicated to, or devote a significant portion of the program to, university-level teaching and learning or the scholarship of teaching and learning. For example, a single education session at a disciplinary conference would not normally be expected to provide sufficient value. The conference should take place within 12 months of the funding award and can be either in-person or virtual. Funds may also be used for site visits or similar travel that will advance education-related initiatives.

## Amount of Funding

Faculty may apply for a maximum of \$1,500, and we can fund up to 5 applications. Funds can be applied toward registration fees, transportation, lodging, and meals. Costs for lodging and meals can be estimated using the [federal per diem rates](#). We understand that in many cases, costs will exceed \$1,500. Additional funds that are necessary should be provided by the recipient's department or Professional Development Account. Potential applicants are expected to ask their department head or program director for cost sharing before submitting an application. Many departments and programs have discretionary funds for this purpose, and Department Heads and Program Directors have been notified about this expectation. Anyone who feels uncomfortable making this request can contact Jessi Hill for some coaching. If a department has no available funds, proposed costs above \$1,500 will be handled on a case-by-case basis.

## Application and Review Process

The application consists of a brief form and a brief message from your department head or program director confirming any cost sharing arrangements. We do not want the application to be burdensome and expect that an effective application can be written on a single page. Applications and information from department heads should be submitted electronically to [morgan-center@wpi.edu](mailto:morgan-center@wpi.edu) by April 14, 2025. Applications will be reviewed by affiliates of the Morgan Teaching and Learning Center using the following criteria: 1) specificity of professional development goals related to teaching and learning; 2) alignment of goals with the conference or travel opportunity; 3) level of need (i.e., prioritization of under-resourced departments). Decisions will be announced by May 1.

## Grant Obligations

A one-page trip report summarizing progress toward goals (e.g., connections made, what was learned and how it will be applied, planned follow-up/actions) must be submitted simultaneously with the expense report for reimbursement.

**Questions?** Contact Jessi Hill ([jhill@wpi.edu](mailto:jhill@wpi.edu) or 508-831-6550)

# Application for a WPI Class of '57 Teaching Development Travel Grant

Submission deadline: April 14, 2025, to [morgan-center@wpi.edu](mailto:morgan-center@wpi.edu)

1. Name, title/rank, department or program, years of service at WPI
2. Did you receive any professional development funds as part of a “startup” package at WPI? If yes, please specify the amount and in general how you used them.
3. Outside of any startup funds, have you ever received previous funding from your department for conference travel or other types of external professional development? If yes, provide basics as to when, where, and approximate funding level. If you can’t remember all the details, please provide what information you can.
4. Description of the conference, institute, or workshop that you wish to attend, or the site you wish to visit in the next year using this grant. Include name, location, dates, website if available, and general description of the program.
5. Why is this opportunity a good fit for your trajectory as a teacher, teacher/scholar, or educational leader? Be specific about which courses, projects, curriculum development, scholarship, and/or leadership initiatives will be influenced by your professional growth and how students will be affected.
6. List your specific, measurable goals for the conference or other travel. These might include goals for professional learning (e.g., knowledge, skills), goals for networking and making connections, or goals for disseminating your work.
7. Provide a budget estimate that includes specific line items (e.g., registration, travel expenses, lodging expenses).

Registration	
Travel Expenses	
Lodging	
Total	

8. Separate from your application, please ask your department head or program director to send a brief message of support by email to [morgan-center@wpi.edu](mailto:morgan-center@wpi.edu), confirming any cost-sharing arrangements for expenses that exceed \$1,500 or explaining why department/program funds are not available for use.