

# Coastal Carolina University Center for Effective Teaching and Learning

2007/2008

## SOTL Grantee FAQ

Now that you have received notification of the acceptance of your SOTL grant application, it's now time to actually do it. Over the past couple of years, several questions have consistently been asked about procedures for completing your SOTL grant work. We have endeavored here to answer them as well as we know how:

### 1. What is the time-frame for my grant?

Your grant period runs over the two semesters following the semester that you applied. For instance, if you applied in Spring Semester, your grant period is the Fall and Spring semesters of the following year. You may certainly continue your project after this time is over, and we certainly encourage you to do so – but you will need to report your findings back to the University community after those initial two semesters. A one-semester extension can be granted in the case of difficulties with the project.

### 2. How does the CETL expect me to report my findings at the end of the grant period?

After the second semester of the grant period, you will be expected to:

- Submit a 250-word maximum Abstract.
- Submit a 200-word maximum biography, including a portrait and/or photo of grant work in action in jpg format. This will be included in a CETL publication summarizing grants awarded in each grant period.
- Submit a Project Summary that identifies 1) the Purpose of the study, 2) the Method of the study, and 3) the Results found from the study. The Project Summary will be published along with Item #2 above, in a publication summarizing grants awarded in each grant period.
- Participate in a poster session that focuses on the work/activities of all grant recipients for a given semester, communicating the finds of the studies.

### 3. What are my responsibilities to the Institutional Review Board?

You should have submitted an IRB application with your grant proposal, which we forwarded onto the IRB upon the acceptance of your proposal. You need to work with the IRB to address any concerns that they might have as to your use of human subjects. Generally, SOTL grants qualify for an exemption from strict oversight by the IRB, but that exemption must be first approved.



4. How do I get my stipend?

When your grant begins, you need to notify the CETL as to which semester (or summer session) you would like to receive your stipend. Human Resources requests that we generate the appropriate paperwork and send it to you for completion at the beginning of that semester. It is extremely important that you sign this paperwork immediately and forward it to your department chair or dean, so that there is no delay in your payment.

5. May I make a change in my budget?

Yes, as long as the change is within the original amount and the change still supports the work of your grant. You must submit a change request in writing to the Director for approval beforehand.

6. How do I hire a student worker?

Start this process as soon as possible.

Step 1: Advertise the position with Career Services if you to find a student to fill the position. If you know the student already, that makes it simpler!

Step 2: Fill out the Request for Student Services and I-9 forms available at <http://www.coastal.edu/forms> (Please note that student will require certain forms of identification for the I-9 form.)

Step 3: Once the forms are complete, send or bring them to the CETL and we will fill in the account number and enter it into the Datatel Electronic Student Workflow system.

7. How do I make a purchase?

Step 1: Have a quote or invoice in hand. (If the purchase is over \$1500, you need to have three quotes. If this is not possible, call the procurement office to ask their advice on how to handle this.) Note: For technology-related, ask your IRC or you may contact CETL's Technical Support Specialist.

Step 2: Fill out and print the online Purchase Requisition form, found on the forms page (<http://www.coastal.edu/forms>) of the University website.

Step 3: Sign the form and send it and the price quote to the CETL. We will add the account number, sign as the 'department,' and send it on its way.

8. May I use the CETL administrative assistant to process paperwork?

Our administrative assistant can help answer questions, but the ultimately responsibility for ensuring that the paperwork is processed for stipends, quotes and students workers is with the individual faculty member.

