



MAESTRO Innovation Grant Expectation Agreement, AY 2016-2017
 Colorado State University – Pueblo

Last Name:	
First Name:	
Rank /Title (years at CSU-Pueblo):	(___ years)
Status: (Circle) Tenured / Tenure-Track / Other Full-Time / Other Part-Time	
Title/Purpose of Proposal:	
Amount Funded:	

PURPOSE: The MAESTRO Innovation Grant Expectation Agreement provides The Center for Teaching and Learning, the grantee, and the home college/department with clear and specific expectations in the event of an external or internal audit; it offers a detailed reporting structure for MAESTRO reports, and it allows us a defined opportunity for the grantee to share the knowledge, experience, or new skills with the larger CSU-Pueblo community.

Expectations for Grantee

1. Fill out this form
2. Collect signatures from home-college Dean and home Department Chair
3. Include and collect the following, as relevant
 - an agenda/CFP/RFP of the Conference, Workshop, or Professional Development opportunity you are attending or creating
 - other documentation of event/training/or work funded by grant

If traveling or funding travel (for self, colleagues, or guest speaker/s), collect and/or include...

- any hotel reservation confirmation e-mail
- hotel receipt(s), upon return/completion
- complete the reimbursement documents with 10 days of return, and submit to the CTL in person

I understand that as a Teaching Innovation Grant Recipient, I am required to (please initial by each)...

- meet with the CTL's Data Analyst in order to create a meaningful plan for data collection and/or campus-wide dissemination _____

- complete the reimbursement documents with 10 days of return, and submit to the CTL in person _____
- submit a MAESTRO Innovation Grant Report within 30 days of grant's end _____
- host a "Faculty Friday" or "Teaching Tuesday" during or after my grant award period has ended _____
- order all equipment and/or supplies through the CTL _____
- book all travel and/or workshop/conference registration through the CTL _____
- submit all changes to proposal ahead of actual change and receive approval for said change, in writing, from the Executive Director of the CTL _____
- conduct a workshop, hold a lecture, or similar professional development opportunity open to my faculty colleagues on the topic of this funded Teaching Innovation Grant _____
- Other _____

- _____ initial
- Other _____

- _____ initial

NOTE: Grant Reports must be completed within 30 days of project's end, unless other arrangements are made in advance, and approval is provided to grantee in writing. If this Teaching Innovation Grant funded the work of other faculty, be advised that it is the grantee's responsibility to collect and create the data and relevant information/narrative for this report.

Respectfully submitted, _____ Date _____
Grantee

I have met with the grantee(s) _____ Date _____
Data Analyst, CTL

I understand that, should _____ fail to complete or uphold these grant expectations, these associated charges will be billed back to the home department.

Department Chair _____ Date _____

Dean _____ Date _____

Proposal Approved _____ Date _____
Executive Director, CTL