



OFFICE OF INSTRUCTIONAL DEVELOPMENT
2005 - 2006 TEACHING ASSISTANTS MINI-GRANT APPLICATION FORM

The Office of Instructional Development (OID) provides mini-grants to *teaching assistants who teach regular university courses* to cover the cost of improving and enriching existing **undergraduate** courses. These funds cannot be used to supplement regular departmental supplies and expense budgets. These funds are not available for UCLA Extension or Summer Session courses. **Teaching assistants may receive no more than \$250 in mini-grants per year.** Please submit your mini-grant request at least three weeks in advance.

INSTRUCTIONS

Indicate your intended mini-grant use by reading and completing this form and returning it to **UCLA's Office of Instructional Development, Mini-Grant Program, 60 Powell Library, 151504.** Or, you may fax the form to (310) 206-1455.

The following is a list of representative, but not exclusive, uses of mini-grant funds.

HONORARIUM FOR DISTINGUISHED GUEST

SPEAKER: For honoraria to distinguished experts visiting *undergraduate* classes. Expenses, such as per diem, parking, publicity and travel costs are not to be included. No full-time University

of California employees, students or faculty are eligible for honoraria.

No individual may receive more than the maximum amount of \$75 per quarter regardless of the number of classes addressed. Teaching assistants may not request more than \$75 for a distinguished speaker, and normally a limit of one distinguished guest speaker per year will be considered. **Include the speaker's name, lecture topic and place of employment below.**

MEDIA: For renting or purchasing films, audiotape or videotape programs. All media requests will be forwarded to OID's Instructional Media Library (IML). You may fax Media requests to (310) 206-5392. **Please call the IML at x50755 for assistance with availability of film titles and AVS at x66591 for assistance with audio-visual equipment.** Applicable AVS charges for this service may be billed separately through the Audio-Visual Services Department. Staff will advise you if you must submit an additional mini-grant request for audio-visual charges.

FIELD TRIPS: For defraying the cost of student transportation to field instruction sites within California. This mini-grant may not be used for

lodging, meal expenses or admission fees to parks, museums, galleries, theaters, etc.

INSTRUCTIONAL SOFTWARE. For purchasing unique educational software or instructional software programs directly applicable to the **undergraduate** course identified below. This grant may not be used for the purchase of developmental or general-purpose software, such as word processing, graphic, photo, statistical, spreadsheet, or database-management software. **Please contact the Teaching Enhancement Center at x64599 for support in using general-purpose software and computer equipment.** This grant may not be used for the purchase of computer hardware or peripherals.

For more information about OID's Mini-Grant program, please call x52790, or e-mail us at minigrnt@ucla.edu, or consult our web site at www.oid.ucla.edu. The mini-grant review process is usually conducted within 7 working days. If approved, funds will be transferred to your department within 2-3 weeks.

Applications for Spring Quarter must be received by June 5, 2006 to meet fiscal closing.

PLEASE TYPE OR PRINT. ATTACH A SEPARATE SHEET IF NECESSARY.

Name: _____

E-Mail: _____ Phone: _____

Dept. Contact Person: _____

Department: _____

Dept. Contact Phone: _____

Undergrad Course Title & Number: _____

Dept. Mail Code: _____

Quarter Offered & Academic Year: _____

Number of Students Enrolled in the Course: _____

Briefly describe instructional improvement proposal. (Please indicate desired dates for media rentals): _____

Provide itemized budget (use exact dollar figures): _____

TOTAL REQUESTED: _____

FOR OID
USE ONLY

TA Signature: _____ Date: _____