



2024 General Education Program Award College of Undergraduate Studies

Award Timeline

Application deadline: October 25, 2024

Program Overview

The GEP Award recognizes and promotes ongoing faculty professional development supporting GEP courses, methods, and pedagogy at UCF.

The GEP Award supports a priority initiative in [UCF's strategic plan](#): *Encourage research as pedagogy and the integration of research knowledge in curriculum design and instruction.*

Its purpose is to fund professional development for teaching faculty by supporting research, travel, workshops, and other related forms of engagement. Proposals may include the use of ChatGPT and other AI platforms in general education courses.

The strongest proposals will include the most direct correlation between the proposed activity, course curriculum, and student GEP academic success.

Funding

The College of Undergraduate Studies will fund up to seven awards per academic year. Three awards will be \$1,000, and four will be \$500. Departmental and college matches are encouraged but not required.

Eligibility

- Must be a full-time regular faculty member (tenured, tenure-track, or non-tenure earning).
- GEP courses must constitute at least 25% of faculty assignments during the previous academic year (including summer).
- One application per faculty member per award year. Faculty are eligible to apply again two years after receiving an award.
- GEP Fellows and GEP Foundation Areas co-leads may apply.

Criteria

- Events may be remote or in-person, provided in either case there are associated costs.
- Funding may be for completed or future events within the current fiscal year.
- Funding will go toward reimbursement of actual expenses, up to the award amount.
- **Funding MUST be for the purpose of one or more of the following:**
 - Presenting the faculty member's research or creative work related to the GEP.
 - Conducting research or professional activity directly related to GEP course or courses.
 - Developing a skill or competency directly germane to the GEP.
 - Participating in a conference or other professional meeting, with a defined sequence of sessions, plenary, workshops, or other events related to GEP courses.

Application Process and Required Materials

- Applications must be emailed to GEP@ucf.edu. The submission must be in one email with all attachments. Multiple emails will not be accepted.
- **Submissions must include:**
 - A proposal of no more than 250 words, including details on the activity and the connected GEP course or courses regularly taught by the faculty members.
 - A budget, with indication if the request is at the \$500 or \$1,000 level. If the proposal involves travel, proposed funding must comply with UCF travel regulations. Applicants for the \$1,000 level may indicate whether they would like to be considered for a \$500 award if not selected for the higher amount.
 - Awards may not go toward salary, stipends, or other compensation, including course buyouts/releases.
 - External validation of the faculty member's participation in the proposed event, through submission of a conference program, invitation from organizers, or other documentation that identifies the requester by name.
 - A letter, memo, or email from the applicant's supervisor (Director/Chair/Head of Division/Department/College), validating the unit's commitment to the activity, as well as the amount of support the faculty member will receive from all known funding sources (E&G, grants, contacts), if any.

Notification of Awards

Notifications will be sent via email to the faculty member recipient and their supervisor. Awards will be via a budget transfer to each recipient's academic home department or college.