

# Review Criteria for Applications to the Timme Grants and Just-in-Time Funding Programs, Spring 2026

Faculty Center for Teaching and Learning, Timme Grants Program Review Committee

Application form and review criteria updated January 2026.

## Evaluating an application

Members of the Timme Grant Review Committee independently evaluate each application using the scoring criteria described below. In addition to providing the criteria used in the evaluation, we provide sample responses that correspond to the scores for the various components of the application.

We encourage you to review both the guidelines and review criteria before writing and submitting your application. These can be found [here](#).

## Review criteria and sample responses

### Amount requested

- 1 point for applications requesting \$1,550 or a lesser amount for an online event at which the applicant is not a presenter
- 2 points for applications requesting \$1,700 or a lesser amount for an online event at which the applicant is a presenter

### “Have you given this particular presentation or one similar to it previously at an event outside of Ferris State?”

- 0 points if you do not provide a response, have indicated you have given this presentation before but provide no or insufficient and non-specific information as requested, or have given this presentation before.
- 1 point if you have given a presentation similar to this and you provide sufficient and specific accompanying information as requested.
- 2 points if this is an entirely new presentation.

### Previous Funding

Have you received funding from the Timme Grant Program and/or Just-in-Time Funding Program to attend this conference or professional development event in the past? Please indicate “yes” or “no.” If “yes,” please know this does not preclude you from seeking funding again to attend the same conference or professional development event.

## Review criteria and sample responses to the “Supporting narrative” portion of the application

### Question 1

If your primary role at the University involves teaching, please describe two specific examples of how your participation in this event will have direct effect on your teaching or your students' learning. If your primary role does not involve teaching and/or you have another role in addition to teaching, your specific examples must include descriptions of how your participation in this event will have direct effect on your work. If you include more than two specific examples, please understand that the Review Committee will consider only the first two examples.

#### *Question 1 criteria and sample response for “Well” (4 pts.)*

The response includes detailed descriptions of two specific examples of teaching strategies, course content, technology enhancements, texts, materials, resources, or other enhancements that have potential to have positive and meaningful effects on teaching and student learning. For applicants whose primary role does not involve teaching, the response includes detailed descriptions of two specific examples of how the event will affect her or his work.

Sample response: I want to use Peer Instruction, a teaching method designed by Eric Mazur, to increase student engagement and success in PHAR 318, a first-year pharmacy course in Drug Delivery. I also want to learn to use Peer Instruction to be able to collect real-time data on student comprehension of course content so that I can adjust my teaching in the Drug Delivery course accordingly. I am also interested in learning how to design and use rubrics for my Drug Delivery course for a poster project I have students complete. My hope is that the rubrics could more clearly describe my expectations and make the grading process more consistent and (ideally) easier!

#### *Question 1 criteria and sample response for “Adequately” (3 pts.)*

The response includes a detailed description of one specific example of a teaching strategy, course content, technology enhancement, text, material, resource, or other enhancement that has potential to have positive and meaningful effects on teaching and student learning. For applicants whose primary role does not involve teaching, the response includes a detailed description of one specific example of how the event will affect her or his work. The response may or may not include a second example that is only generally or vaguely described.

Sample response: I will attend a workshop on using Peer Instruction to increase student engagement and learning in the classroom. My goal is that after the workshop, I will be able to implement a research-based strategy developed by Eric Mazur to improve student success in PHAR 318, a first-year pharmacy course in Drug Delivery.

*Question 1 criteria and sample response for “Marginally” (2 pts.)*

Response includes general or vague descriptions lacking details of two examples of teaching strategies, course content, technology enhancements, texts, materials, resources, or other enhancements that have potential to have positive and meaningful effects on teaching and student learning. For applicants whose primary role does not involve teaching, the response includes general or vague descriptions lacking details of two examples of how the event will affect her or his work.

Sample response: I will attend a workshop on ways to increase student engagement and learning in the classroom. My goal is that after the workshops to be able to implement ways that require students to be more actively involved in my classes. I also want to know how to better design and use rubrics, something I have wanted to do now for a couple of semesters. Attending this conference would give me that opportunity.

*Question 1 criteria and sample response for “Poorly” (1 pt.)*

Response includes a general or vague description lacking details of one example of a teaching strategy, course content, technology enhancement, text, material, resource, or other enhancement that has potential to have positive and meaningful effects on teaching and student learning. For applicants whose primary role does not involve teaching, the response includes a general or vague description lacking details of one example of how the event will affect her or his work.

Sample response: I want to use Peer Instruction more effectively in class.

*Question 1 criteria and sample response for “Not at all” (0 pts.)*

No response is provided or the response provided does not meet any of the above criteria.

**Question 2**

Please describe two specific questions you hope this event will help answer and/or ideas you hope to develop further as a result of this event. These questions or ideas may relate to your research, teaching, and/or University service. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will enable you to answer the question(s) or develop the idea(s). If you include more than two specific questions and/or ideas, please understand that the Review Committee will consider only the first two.

*Question 2 criteria and sample response for “Well” (4 pts.)*

Response includes descriptions of two specific questions and/or ideas AND demonstrates -- by making reference to specific session titles or information about this or a recent past event -- how this event will assist in obtaining answers to the questions or further developing the ideas.

Sample response: I am interested in developing a classroom research project that focuses on the following questions: Does students’ use of clickers promote a more engaged learning environment? Does students’ use of clickers lead to better performance on unit exams? Do students utilize the immediate feedback to correct errors? Two conference sessions address using clickers. One session (Session B4: “Clickers in STEM: Student Learning and Engagement”) will share results from a year-long research project on the use of clickers in STEM classroom, while another workshop (Session W1: “Effective Integration of Clickers”) focuses on practical tips and strategies for clicker use. These workshops will help me to not only effectively use clickers, but also develop my research project.

*Question 2 criteria and sample response for “Adequately” (3 pts.)*

Response includes descriptions of two specific questions and/or ideas. The response also includes reference to specific session titles or information about this or a recent past event that illustrate how this event will assist in obtaining answers to just one of the questions or further developing just one of the ideas.

Sample response: I am interested in learning more about teaching with technology. I think it can benefit student learning -- but I’m not sure of the best ways to use all the different tools that seem to be available. I’m especially interested in (a) learning about and using technology tools that will create a more “hands-on” or interactive learning experience, and (b) developing a classroom research project that considers the impact of technology on student engagement and performance. There are two workshops (one is titled, “Using Clickers and Peer Instruction” and the other is titled, “Wiki Yes? Wiki No? How to Decide”) during the conference that relate to using technology in the classroom.

*Question 2 criteria and sample response for “Marginally” (2 pts.)*

Response includes a description of only one specific question or idea AND demonstrates -- by making reference to specific session titles or information about this or a recent past event -- how this event will assist in obtaining answers to the question or further developing the idea.

Sample response: In my department, there is growing attention to the importance of using technology in the classroom. As such, I want to better integrate technology into my face-to-face class, so it becomes an “enhanced” class, and also begin to think about how I would teach the course online. There are several conference sessions that talk about technology tools and teaching online.

*Question 2 criteria and sample response for “Poorly” (1 pt.)*

Response includes two specific questions or ideas with either a general or no description of how the event will enable the participant to answer the question(s) or idea(s).

Sample response: I am interested in exploring curricula for the “digital humanities” with specific attention to courses or course content that addresses the social context of technology. I am also developing a research project that examines the use of Instagram as a medium for community engagement with minority populations.

*Question 2 criteria and sample response for “Not at all” (0 pts.)*

No response is provided or the response provided does not meet any of the above criteria.

**Question 3**

Please list two specific Ferris State University Core Values that your participation in this event will address. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will address each Core Value. If you include more than two specific Core Values, please understand that the Review Committee will consider only the first two. More information about FSU’s Core Values may be found on the FSU website.

*Question 3 criteria and sample response for “Well” (4 pts)*

Response includes reference to two specific University Core Values AND demonstrates -- by making reference to specific session titles or information about this or a recent past event -- how this event will address each Core Value.

Sample response: Excellence: One way to achieve excellence in educational quality and student learning is to cultivate a stimulating, student-centered learning environment that integrates theory and practice. The practice of active learning in the classroom will enhance the development of this type of learning environment. To get students into an active learning mode, case studies learned at this conference will be used or modified for use in CPH 101. There are two sessions on case studies and active learning (Session 7G: “Engaging Students through the Case Study Method” and Session 8A: “Writing Case Studies: Students as Authors”). Collaboration: I am attending this conference with a colleague from the College of Arts and Sciences. We are working on an academic service learning (ASL) project that involves students in each of our courses. The project involves, in part, developing 4 case studies. The conference has a workshop on ASL (Session W2: “Using Academic Service Learning to Teach Ethics”) that we will attend together.

*Question 3 criteria and sample response for “Adequately” (3 pts)*

Response includes reference to two University Core Values. The response also includes reference to specific session titles or information about this or a recent past event that illustrates how this event will address just one of the Core Values.

Sample response: Excellence: One way to achieve excellence in educational quality and student learning is to cultivate a stimulating, student-centered learning environment that integrates theory and practice. The practice of active learning in the classroom will enhance the development of this type of learning environment. This conference will provide evidence-based information on pediatric simulation which can be applied to improve academic outcomes for students in the clinical bridging courses. Examples of sessions I plan to attend are: “Learning Gains from a Pediatric Interprofessional Education Scenario” and “When Simulations Inspire Problem-Solving: Important Criteria to Consider.” Learning: This conference focuses on the globalization of health care, and I plan to adopt new curricula and teaching materials for use in the courses I teach.

*Question 3 criteria and sample response for “Marginally” (2 pts)*

Response includes one specific University Core Value AND demonstrates – by making reference to specific session titles or information about this or a recent past event – how this event will address the Core Value.

Sample response: Learning: There are two conference sessions planned (Session A-13 and C-6) that will provide evidence-based information on pediatric simulation which can be applied to the clinical bridging courses.

*Question 3 criteria and sample response for “Poorly” (1 pt.)*

Response includes two specific University Core Values with either a general description or no description of how the event will address the Core Values.

Sample response: Learning is, of course, a Core Value of Ferris State, as is Collaboration. Each will be addressed in different sessions I will attend.

*Question 3 criteria and sample response for “Not at all” (0 pts.)*

No response is provided or the response provided does not meet any of the above criteria.

**Question 4**

Please list two specific college, department, or program goals, initiatives, and/or priorities that your participation in this event will address. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will address each goal, initiative, or priority. If you include more than two specific goals, initiatives, and/or priorities, please understand that the Review Committee will consider only the first two.

*Question 4 criteria and sample response for “Well” (4 pts.)*

Response includes two specific college, department, or program goals, initiatives, and/or priorities AND demonstrates -- by making reference to specific session titles or information about this or a recent past event -- how this event will address each specific goal, initiative, and/or priority.

Sample response: This national meeting supports two of our College goals. Goal 1: “Maintaining and developing a relevant curriculum” and Goal 3: “Developing faculty by encouraging innovation in academic and clinical education and scholarly activity.” This meeting has at least two sessions (Concurrent Session A3 “New Developments in Cornea Stem Cell Repair Mechanisms,” Concurrent Session G1 “Diabetes and Glaucoma: New Findings”) I will attend that have relevance to the courses I teach and will enable me to review and update course content. In addition and in support of Goal 3, I will present a research paper at this meeting, as part of my efforts to engage in scholarly activity. My paper is part of a ½-day series of related papers on “Diabetes Management in Rural Populations.” I will participate in the entire series.

*Question 4 criteria and sample response for “Adequately” (3 pts.)*

Response includes two specific college, department, or program goals, initiatives, and/or priorities. The response also includes reference to specific session titles or information about this or a recent past event that illustrates how this event will address just one of the two specific goals, initiatives, or priorities.

Sample response: Goal 1: Excellence. The School of Nursing is committed to provide nursing programs that are built upon and responsive to established standards of practice and professional performance. The cultivation of both scholarship and service among faculty and students that support the advancement of the profession is highly valued. This conference provides up-to-date evidence on standards of practice and professionalism which will be applied to pediatric simulation and leadership in the MSN program. Goal 2: Learning. The School of Nursing values education that is learner-centered and incorporates current evidence-based practices in nursing and liberal arts education. The School of Nursing embraces the use of technology in the delivery of instruction to support the patient care environment. This conference provides current evidence on the technology of simulation and best practices for its application to learner-centered classes. Examples of sessions I plan to attend on this topic are: “Simulating Pre-Natal Care: A Problem-Solving, Case-Based Simulation for Advanced Nursing Students” and “Effective Use of Clickers in the Teaching and Learning Process.”

*Question 4 criteria and sample response for “Marginally” (2 pts.)*

Response includes one specific college, department, or program goal, initiative, or priority AND demonstrates – by making reference to specific session titles or information about this or a recent past event -- how this event will address the goal(s), initiative(s), or priority(ies).

Sample response: This certification is aligned with the WET Departments goal of providing “Welding Engineering Technology graduates whose knowledge, skills, and attitudes are nationally recognized.” More program graduates are entering fields such as energy, where welding codes are vital. Becoming better acquainted with D1.1 will allow me to better instruct the students. This certification seminar will give me (and our Department) the expertise that is needed to prepare our graduates to have state-of-the-field welding knowledge and skills.

*Question 4 criteria and sample response for “Poorly” (1 pt.)*

Response includes two specific college, department, or program goals, initiatives, and/or priorities with either a general description or no description of how this event will address the goals, initiatives, and/or priorities.

Sample response: My department is working to better use course assessment data, especially from the introductory course sequence, to improve student success. We want to lower the rate of Ds, Fs, and Ws without compromising the integrity of the courses. We are also developing a new course in the neuroscience of consumerism and there are sessions on this topic at the conference.

*Question 4 criteria and sample response for “Not at all” (0 pts.)*

No response is provided or the response provided does not meet any of the above criteria.