David O. McKay School of Education
Center for the Improvement of Teacher Education and Schooling (CITES) Fellowships
Guidelines

Deadlines:
Oct. 1 – Budget to MSE Controller (steve.christensen@byu.edu)
3rd Thursday of Oct. - Department Chair Endorsement
Nov. 1 – Complete Proposal to MSE Dean's Office. *Submit to msegrants@byu.edu*
Dec. 15 – Applicants notified of decision

Who Can Apply:
CITES fellowships are available to **full-time CFS-track faculty involved in the BYU-Public School Partnership** (which includes the following BYU schools and colleges – Education; Engineering; Family, Home, & Social Sciences; Fine Arts & Communication; Humanities; Life Sciences; Physical & Mathematical Sciences).

Purpose:
The purpose of the Fellowship is to conduct research on CITES programs or initiatives.
There is an expectation that annual reports will be submitted and the results of the study will be published in at least one scholarly journal.

Priority:
Priority will be given to proposals that address the impact and effectiveness of one or more of the following:
- Associates Program
- Leaders Associates Program
- Principals Academy
- Instructional Coaches Academy
- Multi-Tiered Systems of Support
- Beverley Taylor Sorenson BYU Arts Partnership Programs
- Teacher Endorsements (e.g., reading, math, STEM)
- Research Practice Partnership

In addition, we will accept proposals addressing the following areas:
- Implementation and impact of the five commitments on practice in P-12 and/or BYU Educator Preparation Programs (EPP)
- EPP faculty's knowledge and dispositions regarding the role and activity of CITES and the BYU – Public School Partnership
- Other areas of research that align directly with the mission and scope of CITES

Funding:
CITES fellowships will be available for up to $10,000 per year for a maximum of three consecutive calendar years. The continuation of funding each year will be contingent on (a) meeting semi-annually with the MSE Dean and the CITES Director, (b) submission of annual report, and (c) progress made. $5,000 per year will be granted to each funded proposal for a faculty stipend. If more than one faculty member is involved, this amount will be divided among

participating faculty. $2500 will be awarded at the beginning of each calendar year and $2500 in July of each calendar year.]

CITES Director Approval:
Faculty must meet with the Director of CITES, Gary Seastrand (Gary_seastrand@byu.edu) before writing the proposal to ensure it aligns with CITES programs and initiatives. A letter of support from Gary must be included with the proposal.

Review
The MSE Grants for Research and Projects Committee will review proposals and make recommendations to the MSE Dean who will make the final decision.

Annual Report
An annual report is due by February 15th following each full project year. The report template is available at https://education.byu.edu/research/grants.

[Title of Proposal]

Faculty Profile
    Applicant Name:
    Email:
    Phone:
    Department:
    Department Chair:
    Co-Applicant Name(s) and Affiliation(s):

[**Proposal**
The CITES Fellowship Grant proposal should be 5-10 pages (single-spaced) and must include the following:]

Abstract (Limit: 300 words)
[Write (1) a brief description of your research project and the problem that needs to be solved, (2) how the research addresses/fulfills this need, (3) proposed research methods, and (4) anticipated outcomes.]

Introduction and Literature Review (Limit: 2 double-spaced pages)
[Briefly discuss critical research conducted in the proposed area. Include the following:
- Review of literature
- Problem statement- clear and convincing rationale; relevance to real-world problem(s)]

Methods
[Write your proposed research here. Include the following:
- Research questions
- Research design, and appropriateness of design to answer the research questions
- Research methods
- Data analysis and appropriateness of data analysis to answer the research questions]

Timelines
[Provide a detailed description of anticipated activities and deadlines. Include semi-annual meetings with MSE Dean Mary Anne Prater and CITES Director Gary Seastrand (together).]

Dissemination
[Describe how the results will be disseminated to anticipated scholarly journal(s), and local (e.g., through CITES activities) and national outlets (e.g., presentations).]

Budget
- *[Table* - Provide a table delineating anticipated expenditures in the following categories: personnel (e.g., student assistants), supplies (e.g., photocopies), and travel (e.g., mileage for data collection).
- *Budget Narrative* - Include a budget narrative that describes in detail how these funds will be spent. Maximum budget = $10,000 a year for up to 3 years.
- *Budget Approval* - Submit the budget and budget narrative to the MSE Controller for review by the 3rd Thursday of October (steve.christensen@byu.edu).]

Qualifications
- [Delineate how the applicant and any other personnel involved in the proposed project are uniquely qualified to conduct this research. Descriptions of student employees' qualifications are necessary only if they possess skills unique and necessary for the proposed research.
- Attach an abbreviated curriculum vita (no more than 5 pages) of faculty participant(s).]

CITES Director Approval
[A letter of approval from the Director of CITES, Gary Seastrand, must be included, documenting that you met with him to ensure alignment of the research with CITES programs and initiatives. His approval does not guarantee funding.]

Department Chair Endorsement
[*Letter of Support* - Attach a letter of support from the principal investigator's department chair, including a statement as to whether a course release (including number of credit hours) will be granted (e.g., 1 course/3 credits) for participation as a CITES Fellow.