



# WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

## MEMORANDUM

February 15, 2016

**To:** Academic Deans, Department Chairs and Academic Program Directors

**From:** Steve Cramer, Vice Provost for Teaching and Learning  
Laurie Mayberry, Assistant Vice Provost

**Re:** *Brittingham Visiting Scholars Grants for 2016-2017*  
Grants for the Enhancement of Undergraduate Education

***NOMINATIONS DUE: Monday, April 25, 2016***

The Brittingham Foundation has provided generous funding to enable us to enrich small upper-level courses or seminars for undergraduates by bringing distinguished visitors to the classroom. The purpose of the Brittingham Visiting Scholar program is to introduce advanced students to those working “in the field” who can help them increase their awareness of the kinds of expertise and accomplishments they will need after they graduate. Visitors who can help students make linkages between their academic study and the world they will enter upon graduation are of special interest to this program. Brittingham awards are intended to provide sustained interaction between a single distinguished visitor and a specifically designated small group of undergraduates over a period of a few days.

Criteria for Brittingham Visiting Scholars Grants:

1. Brittingham visitors need not have “academic” credentials, and we encourage you to consider proposing individuals who work outside the academy.
2. The program will integrate the visitor into advanced undergraduate seminars, capstone courses, or other small advanced courses.
3. The course or seminar should either carry honors credit or provide a means by which individual students may obtain honors credit.
4. Although the visitor may include larger lectures in the schedule, the proposal must clearly demonstrate that sustained interaction with an identifiable group of undergraduates is the primary activity for which funding is requested. Lecturing to large groups or classes is not necessary and does not enhance an application.
5. Although Brittingham Visiting Scholars may work with groups other than undergraduates, undergraduate education must be the primary focus of the proposal.

In past years, visitors have been on campus approximately a week; *it is unlikely that visits of fewer than three full days will be funded*. Budgets of up to \$3,000 will be considered for each project, although larger awards will be considered under unusual and well-justified circumstances. A certain number of international requests will be considered up to \$5,000. Visitors must be on campus at least one week.

Travel expenses, modest honoraria, special supply needs, and other appropriate expenses are included in this award. All proposals should include:

1. A brief letter from the department chair (or chairs in the case of co-sponsored proposals) indicating as specifically as possible how the proposed visits will strengthen the education of undergraduate students;
2. A brief (1-2 pages) proposal from the faculty member(s) in charge of the main upper-level course(s) in which the visitor will work. The proposal must clearly outline the tasks, schedule, and contributions of the visitor(s), including any events such as lectures, workshops, etc., that would benefit other students, staff, and members of the community; and
3. A budget of estimated expenses to cover the costs of the visit and other material which might be necessary, either in preparation for the visit or as a result of it. Meals, lodging and all travel expenses must be in compliance with [UW travel policies](#) and confined to the UW activities associated with this request. In particular, air travel must be made with Fox World Travel or via the Concur self-booking tool. In proposing honoraria, bear in mind the standards set by other programs on campus, such as those developed by the University Lectures Committee, <https://www.secfac.wisc.edu/university-lectures.htm>. The honorarium, meals and/or lodging can be supplemented by the sponsoring unit through other funds. For information on estimating expenses, see Accounting Services at: <http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>.

Departments should forward proposals to Laurie Mayberry, Assistant Vice Provost, no later than **Monday, April 25, 2016** (117 Bascom Hall or electronically in one pdf document to [laurie.mayberry@wisc.edu](mailto:laurie.mayberry@wisc.edu)). Announcements of awards will be made by late-May. Awardees will be required to submit a summary report following the visit.

For additional information, contact Laurie Mayberry at the above e-mail address or at 262-5246.