

## REQUEST FOR PROPOSALS

### FACULTY INSTRUCTIONAL INNOVATION GRANTS ACADEMIC YEAR 2015-16

In support of UC Riverside's commitment to excellence in teaching and learning, Undergraduate Education invites faculty to submit proposals for grants that support instructional innovation and include a robust assessment of learning outcomes. Grants will support faculty and staff efforts to develop and implement novel pedagogical approaches and support departmental/program efforts to develop assessment practices that lead to curricular improvement and innovation.

Grants will be awarded to individual faculty and staff and/or groups who submit proposals that demonstrate strong potential to enhance teaching and learning for students at the undergraduate level. Successful proposals will provide direct learning benefit to students and have the potential for long-term benefits in a particular course, department, or program. Grants are encouraged from all departments. Collaborative and cross-disciplinary approaches from various faculty members are also encouraged.

Proposals should be submitted via email to Gladis Herrera-Berkowitz ([gladis@ucr.edu](mailto:gladis@ucr.edu)) by *Monday, November 9, 2015*. Proposals will be reviewed by a committee consisting of two staff members of Undergraduate Education, faculty members from the Academy of Distinguished Teachers, and will be chaired by Vice Provost of Undergraduate Education. The committee will notify applicants of their decision by Friday, December 18, 2015.

**Eligibility Criteria:** UCR faculty, lecturers, and staff with academic responsibilities are eligible to submit proposals. Only one proposal will be accepted from each applicant.

**Conditions:** Prior to funding of new project, proposal applicant must provide final narrative report(s) for previous awards in this program. The proposed project is expected to be completed within one year. Please note that funds are not given in support of one-time only efforts.

**Funding:** Grants will be awarded on the basis of merit, educational/academic importance, relevance to department or program goals, and cost effectiveness. Projects should also demonstrate that they can be sustainable beyond the Awards. Awards of up to \$5,000 will be provided for Faculty Instructional Innovation Grants.

**Award Period:** January 2, 2016 - June 14, 2016. A final narrative report of grant activities will be due to Undergraduate Education by June 30, 2015.

For more information, please contact: Gladis Herrera-Berkowitz, Director of Student Success Programs, Email: gladis@ucr.edu; Phone: (951) 827-1010.

## PROPOSAL GUIDELINES

Faculty proposals must include the following three items:

- Cover page with faculty contact information and project title.
- Program narrative should follow instructions below (maximum four pages).
- Budget, with justification for each line item.

### SUBMISSION OF PROPOSALS

All proposals must include the following items:

**1. Cover Page:**

- a. Project Title
- b. Project Lead Contact information (Name, Job Title, Department, Email Address, and Campus Phone)
- c. Names and contact information of project collaborators

**2. Project Plan (maximum four pages):**

- a. Provide a brief abstract (250 words) of proposal
- b. Provide a narrative statement that provides the project rationale, with description of relevant course(s) or program/department. Describe your proposal's purpose and goals, and provide any relevant data as to why instructional or curricular innovation is warranted.
- c. Provide relevant experience teaching or leading the course(s) or program/department.
- d. Provide a description of proposed activities and timeline.
- e. Provide an evaluation plan for proposed activities. This could include summary of student evaluations, faculty meeting notes, samples of updated syllabi, student learning outcomes, or curriculum map. Narrative evaluation by relevant personnel could also be provided. *Results of this evaluation must be included within the final narrative report due June 30, 2016.*

**3. Budget:**

Awards of up to \$5,000 will be provided for Faculty Instructional Innovation Grants.

- A. A detailed budget of planned expenditures must be provided. List category expenses with at least one-line justification for each expense.
- B. Please provide a department's MSO/CFAO contact information and recount number

MSO-CFAO Name & Title: \_\_\_\_\_

Account Number: \_\_\_\_\_/199000/\_\_\_\_\_

**Allowable expenses for Faculty Instructional Innovation Grants include:**

- Purchase of audio equipment for instructional use;
- Guest Speaker Honorarium (up to \$200);
- Software specific to undergraduate learning outcomes and will improve the pedagogical experience for students;
- Domestic travel for conference attendance includes registration, transportation, lodging and meal expenses;
- Domestic travel for field trips (sharing of travel expenses, must identify commitment for cost-sharing).

**Items that will not be funded include:**

- Funds to supplement regular departmental expenses (e.g., activities necessary to teach a course such as lab materials);
- Activities for courses not yet approved by the Academic Senate's Committee on Courses;
- Electronic materials and supplies, such as televisions, video recorders, cameras, CD players, and scanners. Computers and accessories are not usually eligible, but may be considered;
- Textbooks, office supplies, telephone or copying charges;
- Activities related to graduate courses (per UC system-wide policy);
- Discipline-specific research seminars or colloquia not related to teaching, learning or assessment.

Please note that funds are typically not given in support of one-time only efforts. The intent of the program is to support projects that will have a *long-term impact* on student learning.

**Sample activities for Instructional Innovation Grants might include:**

- Development of new or updated course materials;
- Purchase of audiovisual materials for instructional use;
- Guest speaker (non-UCR) honorarium. You must submit a *brief biography* or *vita* for the guest speaker, and attach it to the proposal; and verify the funding restrictions for honoraria with your MSO or CFAO;
  - Domestic Travel for field trips; and for Faculty participation in conference(s) that focus on pedagogy, learning outcomes, curriculum design, undergraduate mentorship, and instructional technology. Strong proposals will demonstrate plan for sharing conference information with UCR community. Faculty may be encouraged to deliver presentation at Scholarship of Teaching and Learning colloquium.
- Workshop or seminars related to undergraduate mentorship.

Submit completed proposal application to Undergraduate Education by email with attachments to Gladis Herrera-Berkowitz ([gladis@ucr.edu](mailto:gladis@ucr.edu))

**Deadline: Friday, November 9, 2015, 5:00pm**