



2017 Curriculum Enhancement Grant (CEG)

Request for Proposals

Questions regarding the CEG initiative should be directed to the Center for Teaching and Learning at thectl@iupui.edu or 274-1300.

2017 Curriculum Enhancement Grants Request for Proposals
IUPUI Center for Teaching and Learning (CTL)

The deadline for submitting proposals is Friday, January 27, 2017 at 11:59 p.m.

Guidelines

I. Purpose

The Curriculum Enhancement Grant (CEG) provides faculty with technical and instructional support, time, and funds to implement projects designed to improve student learning and success at IUPUI and IUPU Columbus. In addition, the grants seek to enhance the conversation about scholarly teaching on campus and increase the practice of the scholarship of teaching and learning. Furthermore, work on CEG projects should enable faculty competitiveness for external educational or curricular improvement grants. The grant supports a wide range of faculty projects designed to improve student learning and success. These include projects involving face-to-face, online, and hybrid courses as well as those pursuing broader curriculum development.

Typical projects include but are not restricted to those that would:

- Enhance the effectiveness of courses through adapting pedagogies of engagement (e.g., just-in-time teaching, problem-based learning, peer-led team learning, peer tutoring).
- Enhance the effectiveness of courses through the use of technology.
- Incorporate experiential learning.
- Develop innovative curricular materials or laboratory experiences.
- Develop hybrid or fully online courses or sequences of hybrid or fully online courses.
- Develop a new course or sequence of courses.
- Focus on either undergraduate or graduate curriculum.
- Contribute to IUPUI's or IUPUC's impact as a welcoming campus through innovative classroom practices.

II. Eligibility

- Open to all IUPUI and IUPU Columbus full-time faculty (tenured, tenure track, and non-tenure track).
- Associate (part-time/adjunct) faculty may be included on proposals but may not serve as a principal investigator.

III. Funding Levels

- Individual faculty members can apply for up to \$5,000.
- Faculty teams of two working on two or more courses can apply for a maximum of \$10,000 and teams of three or more working on three or more courses can apply for a maximum of \$15,000 per proposal depending on scope (e.g., faculty team working on multi-course sequence).

- No faculty member should be included in more than one proposal.
- The amount requested must be matched in full by the department or school. Cash or release time is the preferred form of in-kind match.
- Fifty percent of the funding from CTL will be made available at the start of the project. The other 50% will be provided when the project is completed and the final report is submitted to and approved by the CTL.
- Any faculty member who has received a prior CEG may not apply for another CEG until the first CEG project is complete and the final report has been accepted by the CTL.

IV. *Deadline for Submission*

- The deadline for submission is Friday, January 27, 2017, 11:59 p.m. EST. Late submissions will be returned **without** review.

V. *Application Process*

- Submit the proposal and letter of support from the department or program chair online at ctl.iupui.edu/CEG.
- Questions regarding the CEG application process should be directed to thectl@iupui.edu or 274-1300.
- *Teaching and Learning Enhancement Grants at IUPUI* workshops will be held on November 3 2016, 2 – 3:30 pm and on December 2, 2016, 10:30 am – 12 p.m. to provide information about the application process for the CEG and other internal grants on campus related to teaching and learning. The workshops will include time for discussion and questions. Check the [CTL events listing](#) to register.

VI. *Support for Awardees*

- Support available from the Center for Teaching and Learning (CTL)
 - instructional technology consultation
 - instructional design consultation
- Library support
 - assistance and support from the subject librarian in your discipline
 - consultation with the Educational Development Librarian for educational resources and literature review

VII. *Awardees' Obligations*

- Complete and submit final project report in a timely manner agreed upon with the CTL but no later than Friday, June 8, 2018, 11:59 p.m. EST.
- Agree to work with a facilitator from the CTL who will serve as a consultant and will monitor the progress of the project so it is completed within the timeline proposed.
- Participate in programming offered by CTL related to CEG projects, which will include at least the following:
 - CEG information meeting for all CEG recipients, Spring 2017

- CEG awardee meetings in Fall 2017 and Spring 2018
 - CEG symposium, Fall 2017
 - Workshops or other programming relevant to project
- Present a poster at the Fall 2018 CEG symposium sponsored by the CTL for the CEG grant recipients.
- The principal investigator (PI) for a Curriculum Enhancement Project involving human subjects must ensure that appropriate IRB review and approval is obtained before undertaking any project activities. Information about how to determine if a project requires IRB review and whether applicable laws that govern research will apply to the project is available at the IU Office of Research Administration Web site at: <http://researchcompliance.iu.edu/hso/index.html>
- Awardees must acknowledge receipt of CEG support in any presentation or publication of work funded by a CEG grant.

VIII. *Proposal Features*

THE CEG PROPOSAL WILL BE COMPLETED AND SUBMITTED ONLINE at ctl.iupui.edu/CEG.

The sections of the proposal are listed below. When writing your proposal, write in lay terms for reviewers who are not from your discipline.

- **Section 1. Cover Sheet**
 - Rank and/or Title
 - School
 - Department
 - Project title
 - Amount requested (funds from CTL only)
 - Co-Principal Investigators (Name, Title, School, Department, Email)
 - Courses or curriculum involved in the project
 - Number of students in targeted course(s) or curriculum elements per academic year
- **Section 2. Abstract** (250 word maximum) to be posted on the CTL website if the project is funded.
- **Section 3. Key Personnel** (250 word maximum)
 - List all key personnel, including name, affiliation, and role on project.
- **Section 4. Project Description** (2500 word maximum) including
 - Description of course or curriculum, including enrollment figures
 - Problem statement
 - Rationale for the project
 - Literature review

- Synthesize literature that supports the intervention approach rather than simply providing a list of references in much the same way you address existing knowledge in any project in your field
 - Make a case that the research is needed and will fill a gap in knowledge.
 - Stress the most relevant, recent, and comprehensive literature.
 - Note: Contact Sara Lowe, Educational Development Librarian, with questions regarding the literature review at mlowe@iupui.edu or 317-274-0349.
- Project goals
- Proposed intervention
- Predicted learning outcomes
- Number of students impacted
- Expected impact on enrollment (if applicable)
- IUPUI Principles of Undergraduate Learning (PULs) to be addressed (if applicable)
- **Section 5. Evaluation/Assessment Plan** (500 word maximum)
 - Address how the overall project effectiveness will be measured
 - Strategy for monitoring the effectiveness of the project as it evolves (formative evaluation/assessment)
 - Evidence that will be used to measure impact on student learning and/or success, e.g., measures of student performance, enrollment change, course DFW rates, program graduation rates (for multi-course series)
- **Section 6. Dissemination Plan** (250 word maximum)
 - Describe how the findings and products will be disseminated within IUPUI and/or IUPU Columbus and, if appropriate, to the larger academic community.
- **Section 7. Project Timeline** (250 word maximum)
 - Use a timeline to depict the schedule for your project. The timeline should include start and finish dates for your project as well as the dates or timeframe during which various project tasks will occur.
 - The 2017 CEG project time period is May 2017 to June 2018, so the project timeline should be within that timeframe.
- **Section 8. Budget**
When constructing the budget, keep in mind that 50% of the funding from CTL will be made available at the start of the project, but the other 50% will be provided when the project is completed and the final report is submitted and approved by the CTL (June/July 2018). Funding provided by the school/department will be dispersed on a timeline determined by the school/department. Therefore the budget should be aligned with the project timeline, making sure that funds will be available at the time needed to complete the project. If unforeseen circumstances arise, the project team will be allowed to submit one request for a budget adjustment by submitting a revised budget

form and budget justification, and a letter of support that indicates approval of the change by the unit providing matching funds.

Budget may include the following:

- Faculty stipend (if not on a 12-month contract). *Please note that either a percentage of the stipend will go towards paying fringe benefit/FICA costs or fringe would need to be paid by the department/school as part of the match.*
- Release time (indicate the semester it will occur, the percentage of time involved)
- Training
- Books
- Software (check with university departments/resources including University Information Technology Services and the Center for Teaching and Learning for software currently available free of charge)
- Equipment
- Travel necessary to learn methods or skills related to project. Travel funds for dissemination are limited to one person for one meeting per project.
- Production services
- Graduate/undergraduate student support

Use the budget template worksheet as shown below which is provided with the CEG submission readiness check page at ctl.iupui.edu/CEG.

Budget Worksheet Template			
Category	Grant Amount	School/Dept Match	Total
Personnel			
Faculty stipend	\$	\$	\$
Release time	\$	\$	\$
Graduate student	\$	\$	\$
Undergraduate student	\$	\$	\$
Other	\$	\$	\$
Travel*			
Air, bus, rental	\$	\$	\$
Mileage	\$	\$	\$
Ground transportation	\$	\$	\$
Parking	\$	\$	\$
Lodging	\$	\$	\$
Per diem	\$	\$	\$
Registration	\$	\$	\$
Other			
Books	\$	\$	\$
Software	\$	\$	\$
Supplies	\$	\$	\$
Library needs	\$	\$	\$
Equipment	\$	\$	\$
Other	\$	\$	\$
TOTALS	\$	\$	\$

*IU Travel Management Services rates should be used (<http://www.indiana.edu/%7Etravel/>)

- **Section 9. Budget Justification**
 - Must address how both the departmental match and CEG funds will be spent.
 - Describe the specific functions of each individual receiving funding on the project.
 - For any personnel funds, indicate the percentage of time and time period that it will cover (e.g., \$X,XXX for .25 FTE for June and July 2017).
 - Explain nature of any training or travel and why it's necessary to the project.
 - List equipment, software, books requested and why they are needed.

- Explain the nature of production services needed and who will provide them. If applicable, attach an estimate for the production services.
- **Section 10. Biographical Sketch(es) of PI and Co-PIs.**
 - Limit of one page each for Principal Investigator and Co-Principal Investigators, including, for example, educational background, professional experience, recent relevant education-related publications or presentations, other curriculum development projects worked on in the last five years (funded or non-funded).
 - Format as a PDF document to upload to the online application.
- **Section 11. Results of Previous CTL Funding.**
 - If applicable, briefly describe results of previous funding by the Center for Teaching and Learning.
- **Section 12. Support Letter.**
 - From department or program chair
 - Describes how the project fits into an overall curricular plan
 - Addresses the suitability of faculty member or team to implement the project
 - Describes how the change will be sustained
 - Verifies the amount and nature of departmental funding match
 - Formatted as a PDF document to upload to the online application.

IX. Priority Criteria

Priority will be given to proposals with:

- Potential for significant impact on student learning and success at IUPUI/IUPU Columbus
- The prospect of addressing a recognized need or opportunity in the department or at IUPUI/IUPU Columbus
- Innovative production and use of new materials, processes, and ideas; or implementation of tested methods new to IUPUI/IUPU Columbus
- Enhancements, not merely continuations, of existing programs
- Teams
 - interdisciplinary
 - departmental
- Multi-course sequences (i.e. CHEM C105, C106)

X. Review Process

- Proposals will be reviewed by a panel consisting of faculty and CTL staff.
- During the review or award process questions may arise regarding budget or other aspects of the proposals. The CTL reserves the right to negotiate changes in budget requests or other project features.
- Applicants will be notified of award decisions no later than March 31, 2017.