



IUPUI

CENTER FOR TEACHING AND LEARNING

2021 Curriculum Enhancement Grant Request for Proposals

Guidelines

The deadline for submitting proposals is Friday, January 29, 2021 at 11:59 p.m.

Questions regarding the CEG initiative should be directed to the Center for Teaching and Learning at thectl@iupui.edu or (317) 274-1300.

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, IUPUC, and IU Fort Wayne. In addition, the grants are offered to enhance the campus conversation about scholarly teaching, as described in the [IUPUI Scholarly Teaching Taxonomy](#), and increase the practice of the scholarship of teaching and learning. Work on CEG projects can increase faculty competitiveness for external educational or curricular improvement grants.

The CEG initiative supports [IUPUI's Strategic Plan](#), with an emphasis on *Goal 1, Promote undergraduate student learning and success*, and *Goal 9, Promote an inclusive campus climate*.

The grant supports a wide range of faculty projects involving either individual course development or broader curricula development in face-to-face, online, or hybrid formats. Projects may focus on either undergraduate or graduate curricula. *In 2021, we especially seek proposals in which interventions in teaching practice to advance diversity, equity, and inclusion drive the project's focus and the goals.*

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

- enhance the effectiveness of courses through adopting pedagogies of engagement.
- use technology to enhance the effectiveness of a course.
- develop innovative curricular materials or approaches.
- develop a new course or sequence of courses.

Projects with a diversity, equity, and inclusion (DEI) focus will provide a more equitable and inclusive learning experience for students through, for example:

- adopting inclusive or anti-racist pedagogies and policies

- creating a safe and more inclusive classroom environment
- shaping course content to reflect the diversity, equity, and inclusion interests of school and campus units, disciplines/professions as well as the experiences and values of students who typically enroll in these courses
- better preparing instructors to be mindful of their personal identify, beliefs, and assumptions and their impact on student learning and to develop skills such as leading discussions on hot topics or reducing or responding to microaggressions in the classroom.
- implementing other evidence-based inclusive teaching practices

DEI-focused proposals should use the definitions of diversity, equity, and inclusion provided in IUPUI's [School/Unit Diversity Strategic Planning Resource Guide](#), and project goals and interventions should be congruent with their school or unit's Diversity Strategic Plan, if available. Investigators with a DEI-focused project will participate in a faculty learning community during the project time period.

Eligibility

- Open to all IUPUI, IUPUC, and IU Fort Wayne full-time faculty members (tenured, tenure track, and non-tenure track).
- Associate (part-time/adjunct) faculty and visiting faculty members may be included on proposals as co-principal investigators, but may not serve as a principal investigator.
- No faculty member can be included in more than one proposal.
- Any faculty member who has been a principal investigator on a CEG will not be eligible to apply for another CEG in the next year's round of applications. They may apply for a CEG two or more years after their initial CEG was awarded.

Funding Levels

- Projects can be funded for up to \$5,000.
- 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.*

Deadline for Submission

- The deadline for submission is Friday, January 29, 2021, 11:59 p.m. EST. Late submissions will be returned without review.

Application Process

- Submit the proposal and letter of support from the department or program chair online at ctl.iupui.edu/CEG.

- Questions or requests for consultations regarding the CEG program or applications should be directed to thectl@iupui.edu or (317) 274-1300.

Support for Awardees

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

Awardees' Obligations

1. Investigators will work with a consultant from the CTL who will provide instructional design and/or technology support and monitor the progress of the project. They also will engage groups of CEG Scholars in reflection on scholarly teaching and its implications for your project and teaching career.
2. The principal investigator (PI) for a Curriculum Enhancement Project involving human subjects must ensure that appropriate Institutional Review Board (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:
<https://research.iu.edu/compliance/human-subjects/index.html>
3. Investigators will participate in programming offered by the CTL related to CEG projects, which will include at least the following:
 - a. Virtual CEG reception and information meeting for all CEG recipients, Spring 2021
 - b. Scholarly Teaching Symposium, Fall 2021
 - c. Workshops or other programming relevant to projects
 - d. For DEI-focused projects, participation in an associated faculty learning community
4. Investigators will complete and submit the CEG final project report no later than Friday, June 10, 2022, 11:59 p.m. Eastern Time.
5. Investigators will present a poster at the Fall 2022 [Scholarly Teaching Symposium](#).
6. Awardees must acknowledge receipt of CEG support in any presentation or publication of work funded by a CEG grant.

Applying for a CEG Webinar Series

Check the [CTL Event Listing](#) for dates, descriptions, and registration for webinars in the Applying for a CEG webinar series that will be offered in December 2020.

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 terms likely to be understood by reviewers who are not from your discipline or profession.

It is recommended that you prepare your proposal in a Word Document so you can easily copy and paste text from your proposal into the proposal submission text boxes. The exceptions to that will be that the Biographical Sketches of the PI and co-PIs and the Support Letter should be uploaded as pdf files.

Section 1. Cover Sheet

- Principal Investigator Name
- 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
- This project has a Diversity, Equity, and Inclusion (DEI) focus

Section 2. Abstract (250 word maximum) to be posted on the CTL website if the project is funded.

Section 3. Key Personnel

- List all key personnel, including name, title, affiliation, email, and role on project.

Section 4. Project Description (2500 word maximum) including

- Description of course or curriculum, including enrollment figures
- Problem statement (identify a problem and propose a solution)
- Rationale for the project
- Literature review

- Synthesize literature that supports the intervention (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, Associate Dean for Education, University Library, with questions regarding the literature review at mlope@iupui.edu or 317-274-0349.
- Project goals
- Proposed intervention
- Predicted impact on student learning outcomes, success, or other student factors
- Expected impact on enrollment (if applicable)

Section 5. Evaluation/Assessment Plan (500 word maximum)

- Address how the overall project effectiveness will be measured
- Describe the strategy that will be used to monitor the effectiveness of the project as it evolves (formative evaluation/assessment)
- Describe the 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, IUPU Columbus, or IUFW, and 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. Some CEG proposals have included specific goals and expected outcomes of steps throughout the timeline.
- The 2021 CEG project time period is May 2021 to June 2022, so the project timeline should fall within that period.
- The reader of your proposal should see the broad outlines of your project and the specific tasks you will undertake as the project unfolds. Readers will look not only at the completeness of your list, but also the flow from one phase to the next that suggests the cohesion of your plan and the mastery of your overall vision. Readers are likely to be especially keen to see how work done in one step shapes the effort in later steps. Some CEG proposals have included specific goals and expected outcomes of steps throughout the timeline.

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 (May 2021), but the other 50% will be provided when the project is

completed and the final report is submitted and approved by the CTL (June 2022). 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.

The budget may include the following:

- Faculty summer 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.*
- Professional development funds
- 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 roles and responsibilities 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 2021).
- Explain the 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 PI and Co-PI, 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
- Includes name, title, and email address of support letter writer
- The support letter writer should not be a member of the project team
- Support letter should come from someone who is able to make the commitment to provide the funding match
- **Verifies the amount and nature of departmental funding match**
- 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
- Formatted as a PDF document to upload to the online application.

Please provide the above information about what the support letter should contain to the person whom you ask to write the letter.

Priority Criteria

Priority will be given to proposals with:

- Potential for significant impact on student learning and success at IUPUI, IUPUC, or IU Fort Wayne
- A robust plan for providing a more equitable and inclusive learning experience for students
- The prospect of addressing a recognized need or opportunity in the department or at IUPUI, IUPUC, or IU Fort Wayne
- Innovative production and use of new materials, processes, and ideas; or implementation of tested methods new to IUPUI, IUPUC, or IU Fort Wayne
- Enhancements, not merely continuations, of existing programs
- Exemplary integration of the IUPUI [Profiles of Learning for Undergraduate Success](#)

Review Process

- Proposals will be reviewed by a panel consisting of faculty and CTL faculty/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, 2021.