



2021 Learning Environments Grant Request for Proposal

Purpose and Scope

The purpose of the Learning Environments Grant (LEG) is to fund the creation of innovative, inclusive, and engaging informal and formal learning spaces on campus that meet the needs of both faculty and students. *In 2021, Learning Environments Grants will be limited to furniture-only projects.*

Eligibility

Schools and departments at IUPUI, IUPUC, and IU Fort Wayne are eligible to apply for the Learning Environments Grant.

Timeline for Proposal Submissions, Awards, and Project Completion

2021 LEG

- August 1, 2021: Capital Projects Request for Service Submission Deadline (furniture only)
- October 1, 2021: LEG Proposal Submission Deadline
- November 5, 2021: Notification of award decisions
- November/December 2021: Projects begin
- December 2022: Projects completed

2022 LEG

- Preliminary plans for 2022 LEG awards are to require the Capital Projects Request for Service to be submitted by May 31, 2022, and the proposals to be due in October 2022. It is anticipated that the 2022 LEG projects will be able to involve both furniture and building construction/design.

Proposal Planning

The information below can be used to guide the process of gathering needed information and writing your proposal.

To begin planning your project:

1. Identify the space and what you'd like to do with it.
2. Articulate the reasons why you want to change a space/environment.

To complete the Capital Projects Request for Service form:

The information below will be needed to complete the [Capital Projects Request for Service](#) form which must be submitted by August 1, 2021. See [Definitions for Request for Service Fields](#) for more details about what is required for each item, including definitions for *furniture and furnishings* and for *construction*.

1. Request information and justification for project (See Definitions for Request for Service Fields for explanation of what is needed)
2. Departmental Reference Number
3. Building/site
4. Room
5. Departmental Reference Number (ask department's fiscal officer for this number)
6. Funding Account Number (ask fiscal officer for this number)
7. Sub Account

To develop your proposal, consider the following:

1. Project building:
2. Project room/area:
3. Who are the stakeholders in this project? (Who inhabits and uses the space or who is affected by changes in the space?)
4. Why is the project needed? What is the purpose and goals of the project? How is it aligned with campus, school, or department priorities?
5. What students and how many students would benefit? If faculty and/or staff would also be beneficiaries, please describe.
6. What are the benefits of the project? Please describe.
 - a. new/critical academic experiences for faculty and/or students
 - b. impacts on student learning
 - c. increased inclusivity in the space (See the [Educause Learning Space Rating System Version 3, Section 7: Inclusion](#))
 - d. opportunities for student-student and student-faculty interactions
7. What are the details of the project? What elements will be changed or added to the space?

After you have developed preliminary ideas about your project, contact Capital Projects to make a Request for Service. See [Submitting a Capital Projects Request for Service and Other Consultations About Your LEG Proposal](#) to help guide your Request for Service and to schedule consultations that will help you fully answer the questions below.

 - a. Furniture and Furnishings (e.g., tables, chairs, desks, appliances -- which may include electrical power outlets -- and other movable items). Please describe:
 - b. Building Design and Construction (e.g., new construction, additions, renovations, interior design, space changes, floor coverings, window coverings, paint, casework/millwork, electrical power, lighting, signage/branding). **Not applicable to 2021 projects unless request previously submitted to Capitol Projects by May 31, 2021, and funded by another source.** Please describe:
 - c. Technology (e.g., computers, displays, data lines) **Please note that this grant does not fund technology. Technology can be part of your proposal if funded by another documented source.** Please describe:
 - d. What measures will be taken to ensure accessibility for individuals with physical challenges/disabilities? You may contact the [Office of Adaptive Educational Services \(aes@iupui.edu\)](#) Director, Kevin McCracken, for more information.
8. How will the project's impact be evaluated?
9. What plans are in place for the maintenance and upkeep of furnishings and equipment purchased for this project?

10. What is the project timeline?
11. Amount requested:
12. Other funding sources:
13. Projects costing more than \$25,000 must provide signed letters of commitment from the additional funding source(s).
14. What relevant images and/or informal sketches do you have that might help others better visualize your proposed project?

Support for Proposal Planning

Members of the Learning Environments Committee are available to meet with the proposal's author(s) to discuss and provide feedback on the proposal's details and characteristics, goals, etc. Contact Douglas Jerolimov (djerolim@iupui.edu), Center for Teaching and Learning, to schedule a consultation to discuss your project.

Submitting the Proposal

Proposal authors must submit their complete proposal by October 1, 2021, at 11:59 p.m. See the [Learning Environments Grant website](#) for more information on writing and submitting a proposal.

Review Criteria for Final Proposal

The committee considers the following criteria:

1. The project must have a demonstrable positive impact on learning.
2. The number of students who will benefit.
3. The project must enable new/critical academic experiences for faculty and/or students.
4. The project provides opportunities for faculty-student/student-student interaction.
5. Projects must be ADA compliant.
6. The project addresses characteristics of inclusion in the space as described in the [Educause Learning Space Rating System Version 3, Section 7: Inclusion](#).
7. The creativity of projects
8. The availability of any additional needed funds
9. Plans/funds should be in place for repairs and maintenance of all items purchased.

Upon request, proposal review procedures will be made available to anyone submitting a proposal. Members of the Learning Environments Committee will not review proposals that could directly benefit themselves or their home department.