



IUPUI

CENTER FOR TEACHING AND LEARNING

2022 Learning Environments Grant Request for Proposals

Purpose and Scope

The purpose of the Learning Environments Grant (LEG) is to fund the creation of innovative, inclusive, and engaging learning spaces (informal and formal) on campus that meet the needs of both faculty and students. This year we especially seek proposals that foster inclusive and equitable learning environments.

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

2022 LEG Timeline	
June 22, 2022	Capital Projects Request for Service Submission Due
September 22, 2022	LEG Proposal Submission Due
October 31, 2022	Notification of Award Decisions
November/December 2022	Projects Begin
January 2024	Projects Completed
February 2024	Final Reports with Photos Due
May 2024	Addendum (data/assessment report) Due

STEPS IN THE PROCESS

Plan the Proposal

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 a space and what you'd like to do with it. Determine whether your unit has the authority to change the space.
2. Articulate the reasons why you want to change a space/environment.

Complete the Capital Projects Request for Service Form – due by June 22, 2022

The information enumerated below will be needed to complete the [Capital Projects Request for Service](#) form. See [Definitions for Request for Service Fields](#) for more details about what is required for each item below.

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

Once your *Request for Service* has been submitted, someone from Capital Projects will contact you to discuss the details and the feasibility of your project and provide preliminary designs and associated budgets (needed for your proposal).

Develop the Proposal

After you've submitted your *Request for Service* to Capital Projects, you will begin preparing a detailed proposal, one that will need to address each of the following numbered items:

1. What is your project title?
2. In what building and room/area will your project be located?
3. Why is the project needed? Include the purpose and goals of the project; how it aligns with campus, school, or department priorities; what the benefits of the project are.
4. Who are the stakeholders in this project? Include description of who inhabits and uses the space or who is affected by changes in the space.
5. What students (e.g., from specific courses and programs) and how many students per academic year, would benefit from the project? If faculty and/or staff would also be beneficiaries, please explain. All proposals must have benefits for students.
6. How will the project improve inclusivity in the space, program and/or your school? Please consider three aspects of inclusivity: 1. Physical Inclusion and Universal Design, 2. Cognitive Inclusion, and 3. Cultural Inclusion. For more information about how to think about the three aspects of inclusivity for your space, see the [Educause Learning Space Rating System Version 3, Section 7: Inclusion](#)
7. What measures will be taken to ensure accessibility for individuals with physical challenges/disabilities?
8. What are the details of the project? Include elements that will be changed or added to the space (e.g., new construction, changes to floor coverings, interior design, changes to ceiling, new furniture, etc.).
9. How will completion of this project impact student learning, success and/or sense of belonging?
10. How will the project provide opportunities for faculty-student and/or student-student interaction?
11. How will the project's impact be evaluated?
12. What plans are in place for the maintenance and upkeep of furnishings and equipment purchased for this project?

13. What amount of funding will you request? Work with Capital Projects to develop an itemized budget document (maximum \$25,000 per project).
14. What other funding sources will the project have, if any? Projects costing more than \$25,000 must provide signed letters of commitment from the additional funding source(s).
15. What is the project timeline? Create a detailed timeline (for PDF document upload).
16. What relevant images and/or informal sketches do you have that might help others better visualize your proposed project?

Support for Proposal Planning

In addition to the support provided by Capital Projects, members of the Learning Environments Committee are available to meet with you 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.

Review the Criteria for Final Proposal

The committee considers the following criteria in reviewing submitted proposals:

- Enhancement of inclusion in the space with regard to 1. Physical Inclusion and Universal Design, 2. Cognitive Inclusion, and/or 3. Cultural Inclusion. (These aspects of inclusion are described in the [Educause Learning Space Rating System Version 3, Section 7: Inclusion.](#))
- Demonstrable positive impact on student learning, success and/or sense of belonging.
- Number of students who will benefit. (All proposals must have benefits for students.)
- New/critical academic experiences made possible for students.
- Opportunities for faculty-student and/or student-student interactions.
- ADA compliant.
- Creativity.
- Availability of any additional needed funds.
- Plans and funds in place for repairs and maintenance of the space and for its furnishings and equipment.
- Plans to assess/measure attainment of project goals.

Submit the Proposal – due by September 22, 2022*

Proposal authors must submit their completed proposal by September 22, 2022, at 11:59 p.m. See the [Learning Environments Grant website](#) for more information on writing the proposal and submitting it. Please note that there are word limits on the proposal submission form for many of the items listed in the section above, *Develop Your Proposal*.

* 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.