



**IUPUI**

CENTER FOR TEACHING AND LEARNING

# 2019 Curriculum Enhancement Grant (CEG)

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# Request for Proposals

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

**2019 Curriculum Enhancement Grant Request for Proposals  
IUPUI Center for Teaching and Learning (CTL)**

*The deadline for submitting proposals is Friday, January 25, 2019 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, IUPU Columbus, and IUFW. 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 involving either individual course development or broader curriculum development in face-to-face, online, or hybrid formats. Projects may focus on either undergraduate or graduate curriculum. 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.
- Contribute to impact as a welcoming campus through learner-centered innovative, inclusive, and equitable classroom practices.
- Develop innovative curricular materials or approaches.
- Develop a new course or sequence of courses.

***II. Eligibility***

- Open to all IUPUI, IUPU Columbus, and IUFW full-time faculty (tenured, tenure track, and non-tenure track).
- Associate (part-time/adjunct) faculty and visiting 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 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 the initial CEG was awarded.

**IV. *Deadline for Submission***

- The deadline for submission is Friday, January 25, 2019, 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](http://ctl.iupui.edu/CEG).
- Questions or requests for consultations regarding the CEG program or applications should be directed to [thectl@iupui.edu](mailto:thectl@iupui.edu) or (317) 274-1300.

**VI. *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

**VII. *Awardees' Obligations***

- Complete and submit the CEG final project report no later than Friday, June 12, 2020, 11:59 p.m. Eastern Time.
- Agree to work with consultant from the CTL who will also monitor the progress of the project.
- Participate in programming offered by the CTL related to CEG projects, which will include at least the following:
  - CEG reception and information meeting for all CEG recipients, Spring 2019
  - CEG symposium, Fall 2019
  - Workshops or other programming relevant to projects
- Present a poster at the Fall 2020 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 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: <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](http://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.

Please note that Sections 2-7 and 9-11 will be submitted in one PDF document.

- **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**
  - 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
  - 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.
    - For more information on how to write a literature review, go to the FACET's SoTL 101 at <https://facet.iu.edu/sotl/sotl-101/>

- Note: Contact Sara Lowe, Educational Development Librarian, with questions regarding the literature review at [mlowe@iupui.edu](mailto:mlowe@iupui.edu) or 317-274-0349.
  - Project goals
  - Proposed intervention
  - Predicted learning outcomes
  - 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.
  - The 2019 CEG project time period is May 2019 to June 2020, so the project timeline should fall 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 2020).** 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](http://ctl.iupui.edu/CEG).

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

\*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 2019).
- 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
  - **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.

**IX. Priority Criteria**

Priority will be given to proposals with:

- Potential for significant impact on student learning and success at IUPUI/IUPU Columbus/IUFW
- The prospect of addressing a recognized need or opportunity in the department or at IUPUI/IUPU Columbus/IUFW
- Innovative production and use of new materials, processes, and ideas; or implementation of tested methods new to IUPUI/IUPU Columbus/IUFW
- 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 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 29, 2019.