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| Special Focus Curriculum Enhancement Grants (CEG) in Support of IU Online |
| Guidelines and Application for Online Courses and Programs (with a priority for graduate and professional offerings) |
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| Questions regarding the Special Focus CEG initiative should be directed to Stephen Hundley at shundley@iupui.edu. |

Funding provided by the IU Office of Online Education

**Special Focus Curriculum Enhancement Grants in Support of IU Online**

**IUPUI Center for Teaching and Learning (CTL)**

**Guidelines and Application**

**Guidelines**

1. ***Purpose***

The purpose of the Special Focus Curriculum Enhancement Grant (CEG) in support of IU Online is to provide faculty with support, time, and resources to develop online courses or programs designed to improve student learning and success at IUPUI and IUPU Columbus. **A particular priority is for proposals emphasizing graduate and professional level offerings.** In addition, it is expected that the grants will increase faculty competitiveness for external educational or curricular improvement grants and increase the number of faculty involved in pursuing the scholarship of teaching and learning.

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

* Develop a new course or sequence of courses for online delivery.
* Enhance the effectiveness of online courses through adapting pedagogies of engagement (e.g., just-in-time teaching, problem-based learning, peer-led team learning, peer tutoring).
* Develop a course(s) that would complete an online program.

1. ***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 the principal investigator.

1. ***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. 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 final report is submitted to the CTL 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.

1. ***Deadline for Submission***

* The deadline for submission is Friday, April 12, 2013, 5 p.m. EST. Late submissions will be returned **without** review.

1. ***Application Process***

* Provide a letter of support from the department or program chair
* The email subject and the proposal document title should be “SF-CEG\_Proposal\_Submitter’s Last Name(s).” For example, “SF-CEG\_Proposal\_Smith\_Jones.”
* Submit the proposal and letter of support as one file by email to [sf-ceg-submissions@oncourse.iu.edu](mailto:sf-ceg-submissions@oncourse.iu.edu)
* If you do not receive an email confirmation within 48 hours of your submission, please contact [thectl@iupui.edu](mailto:thectl@iupui.edu) or 274-1300.
* Questions regarding the CEG application process should be directed to Stephen Hundley at [shundley@iupui.edu](mailto:shundley@iupui.edu).

1. ***Support for Awardees***

* Support available from the Center for Teaching and Learning (CTL)
  + instructional technology consultation
  + instructional design consultation
  + evaluation and/or assessment consultation
* Library support
  + assistance and support from the subject librarian in your discipline
  + consultation with the education librarian for educational resources

1. ***Awardees’ Obligations***

* Complete and submit final project report in a timely manner agreed upon with the CTL but no later than June 13, 2014, 5 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 the Special Focus CEG project, which will include the following.
  + Special Focus CEG information meeting for all CEG recipients, Summer 2013
  + Special Focus CEG recipient meetings in Fall 2013 and Spring 2014
  + Workshops or other programming relevant to project
* Make an oral or poster presentation in the CEG Symposium in Fall 2014 sponsored by the CTL for the Special Focus CEG grant recipients.
* The person responsible for overseeing the Special Focus Curriculum Enhancement Project (principal investigator or PI) involving human subjects must ensure 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://researchadmin.iu.edu/HumanSubjects/IUPUI/hs_home.html>

If you require IRB approval for your project, your Human Subjects Assurance Number will be required before funding is released.

* Awardees must acknowledge receipt of Special Focus CEG support in any presentation or publication of work funded by a CEG grant, with funding also supported by the IU Office of Online Education.

1. ***Proposal Features***

The proposal should be written using 10 to 12 pt font size and must contain the following elements. When writing your proposal, write in lay terms for reviewers who are not from your discipline.

* **Section 1.** **Cover Sheet**
* **Section 2.** **Abstract** (200-250 words) to be posted on the CTL website if the project is funded.
* **Section 3. Key Personnel**
  + - List all key personnel, including name, affiliation, and role on project.
* **Section 4.** **Project Description** (four page maximum) including
  + - Description of course, including enrollment figures
    - Problem statement
    - Rationale and literature review
      * Synthesize literature that supports the intervention approach rather than simply providing a list of references.
      * Make a case that the research is needed and will fill a gap in knowledge.
      * Stress the most relevant, recent, important, and comprehensive literature.
  + Project goals
  + Proposed intervention
  + Predicted learning outcomes
  + Number of students impacted
  + Expected impact on enrollment (if applicable)
* **Section 5. Evaluation/Assessment Plan** 
  + 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**
  + 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**
  + - Use a timeline to depict the planned 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.
* **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 not be provided until the project is completed and final report is submitted and approved by the CTL. 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.

Budget may include the following:

* + Faculty stipend (if not on a 12-month contract)
  + 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
* **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 2013).
  + 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.
    - Should include, 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).
* **Section 11.** **Results of Previous CTL Funding.** If applicable, describe briefly 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

1. ***Priority Criteria***

Priority will be given to proposals with:

* Potential for significant impact on graduate/professional student learning and success in an online context at IUPUI/IUPU Columbus
* The prospect of addressing a recognized online need or opportunity in the department or at IUPUI/IUPU Columbus
* Innovative production and use of new materials, processes, and ideas for online courses or programs
* Implementation of tested online methods new to IUPUI/IUPU Columbus
* Enhancements, not merely continuations, of existing online programs
* Teams
  + interdisciplinary
  + departmental
* Multi-course sequences

1. ***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 the middle of May 2013.

**Special Focus Curriculum Enhancement Grant Application in Support of IU Online**

**Project Number** *(Leave blank. For internal purposes only)*

**Section 1. Cover Sheet**

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| **Principal Investigator’s Name** | |
| **Rank/Title** | **Email** |
| **School** | **Phone** |
| **Department** | **Campus Address** |
| **Project Title** | |
| **Amount Requested** *(funds from CEG only, not including school/department match)* | |
| **Co-Principal Investigators** *(Please list names, rank/titles, affiliations, and email addresses)* | |
| **Courses involved in the project** | **Number of students in involved courses per academic year** |
| **Principal Investigator Assurance**  The undersigned agrees to accept responsibility for the scientific and technical conduct of the research project, for submission of the final report, and for ensuring that the project fulfills the Indiana University Purdue University at Indianapolis (IUPUI) research compliance with human subjects requirements.  (See  <http://researchadmin.iu.edu/HumanSubjects/IUPUI/hs_home.html>) | |
| **Signature of Principal Investigator** | **Date** |

**Section 2. Abstract**

Keep to no more than 250 words (to be posted on the CTL website if the project is funded).

**Section 3. Key Personnel**

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

**Section 4. Project Description (limited to 4 pages)**

Include description of course, problem statement, rationale, review of pertinent literature, project goals, proposed intervention, predicted learning outcomes, and number of students impacted.

**Section 5. Evaluation/Assessment Plan**

**Section 6. Dissemination Plan**

**Section 7. Project Timeline**

**Section 8. Budget**

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| **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**

Provide detailed narrative for the amounts listed in budget.

**Section 10. Biographical Sketch(es)** (limit of one page each for Principal Investigator and Co-Principal Investigators)

**Section 11. Results of Previous CTL Funding (if applicable)**

**Section 12. Support Letter**