

Office for Professional and Instructional Development (OPID)

Undergraduate Teaching and Learning Grants 2010-11 Request for Proposals

The Office for Professional and Instructional Development (OPID) requests proposals for the 2010-11 Undergraduate Teaching and Learning Grants (UTLG). This year's grants are intended to support projects:

- ◆ that focus on student learning outcomes that recognize the intentional relationship between liberal arts education, inclusive excellence, and teaching as community property.
- ◆ that focus on assessing quality teaching practices that *integrate* student learning outcomes and the relationship between liberal arts education and inclusive excellence, and the sharing of quality teaching practices.
- ◆ that contribute to the body of knowledge about quality teaching practices

The goals for this grant are to support one or more of the following UW System initiatives:

- ◆ support systematic inquiry of teaching and learning in all disciplines and professional schools
- ◆ provide opportunities for instructors already involved in the scholarship of teaching and learning to advance their work;
- ◆ create collaborations across disciplines, professional schools, and/or institutions to advance systematic inquiry of teaching and learning;
- ◆ advance campus priorities and system-wide strategic directions related to student learning outcomes;
- ◆ systematic inquiry of student learning outcomes in High- Impact Student Engagement Practices including learning communities, community based learning, collaborative assignments and projects, writing intensive courses, diversity and global learning, and collaborative assignments and projects (explained more fully in <https://secure.aacu.org/PubExcerpts/HIGHIMP.html>);
- ◆ integrate inclusive excellence in the curriculum;
- ◆ integrate inclusive excellence as pedagogical practice;

**Note it is important that you clearly articulate how your proposal integrates the system initiative goals. It is not acceptable to simply provide website links.*

The grant proposals may include individual, team, department, interdisciplinary, college, campus, and/or multiple campus projects. Funding will be considered accordingly.

The following characteristics will be *emphasized* in reviewing all grant proposals:

- ◆ A *clear study design* that asks critical questions about teaching and learning. The design may be qualitative or quantitative in nature.
- ◆ A dissemination plan that clearly describes how the results will be peer reviewed and made public in specifically described venues, such as presentation, performance, juried show, and/or publication throughout Wisconsin. The proposal should include presenting the results at an OPID event.

Guidelines and Proposal Format

Proposal Components

Proposals must include:

- I. **Cover page:** use the attached cover page, providing the name, mailing address, phone number, and email address of one or more contact persons for the project.
- II. **Abstract:** (page 2 of proposal) You **MUST** use the attached abstract form. In one page maximum, summarize your project.
- III. **Project Narrative:** Limit the body of the proposal to **4 to 6 double-spaced pages in 12-point font** addressing the following topics:
 - ◆ **Intended outcomes of the project.** Describe the overall purpose and intended outcomes of the project.
 - ◆ **Describe the project design. Provide a very concise** description of the research design for your project, including
 - a. the major features and specific activities of the project and how they relate to the grant's goals above
 - b. explanation of how the project will evaluate and ultimately improve teaching practice and student learning related to the grant's goals above
 - c. detailed timeline of all stages in the project.
 - ◆ **Dissemination.** Give a detailed plan for making the results of your project public and how the results will be disseminated throughout Wisconsin (when, where, and what form). If plans include national and international dissemination describe those venues as well. Identify any products or texts that you will create as a result of your project.
 - ◆ **Personnel.** Indicate who will be involved in the project, and explain their respective roles.

Budget Narrative: Place this narrative immediately after the body of the proposal. Specify how you arrived at the dollar figures included in the budget, how the money is to be used, and when it is to be used. *You must address every major item in the budget.*

- IV. If you plan to employ students, state what they will do (for example, provide clerical assistance, run experiments, write software, edit text). Because hourly rates for student

assistance differ for each institution, this line item should include the number of hours of employment and the hourly rate.

Place the attached **2010-11 BUDGET FORM** immediately after the Budget Narrative. To aid the review committee's deliberation, we request that you **USE THE ATTACHED BUDGET FORM** in Excel, if at all possible.

Expense Categories

Proposals may request support for the expenses listed below: Fringe benefits are considered part of your campus contribution and should not be included in your budget.

- faculty stipends
- replacement costs for faculty or academic staff release time (this time is meant for the principal investigators not administrators or readers).
- student and/or clerical help
- supplies and expenses
- honoraria and expenses for collaborative investigators

Budget Restrictions:

- Capital Purchases: UTLG funds cannot be used for capital purchases. (This includes such items as computers, i-Pods, cameras and other hand held technology)
- Travel: UTLG funds cannot be used for travel outside WI.
- Fringe benefits will not be paid for with UTLG grant funds. They are to be provided by the campus and will be considered institutional match.

V. Appendices: The appendices must include: A & B

- A.) Letter of Support from Provost or Provost designee. Without this letter your proposal is incomplete and will not be reviewed.
- B.) Letter of Support from a second source who understands and can recommend the value of the work in the context of the grant's goals above (e.g., OPID Administrative Representative and/or Faculty Representative, Director of Teaching/Learning Center, other appropriate individual).
- Please attach any supporting materials that you feel will be helpful to the grant review committee which will review these proposals.

How to Apply

Completed proposals must be submitted to the Teaching and Learning Center no later than February 12. OPID recommends that an OPID Administrative and/or Faculty Rep, or a leader of a campus teaching and learning project advise you on your proposal. Please contact [Jim Robinson](#), UW-Parkside's administrative OPID representative, with any questions, especially in

context of the grant's specific goals. The intent is to ensure that the goals of the grant proposal -- as well as the benefit to the institution, to the System, and particularly to faculty, instructional staff and students -- have been assessed prior to submission. In addition, we suggest that your institutional grants administrator review your budget.

It is up to each institution to determine how these projects will be reviewed at the institutional level. In the case of inter-institutional projects, the Provost (or Provost's designee) **from each institution must sign** the transmittal form. We strongly suggest, however, that the OPID Administrative and/or Faculty Representative at each participating institution have a chance to look over the proposal and prefer to have their signature as well.

DEADLINE

The UW-Parkside campus deadline for submission is February 12, 2010. Proposals should be submitted as five hardcopies and one electronic copy to tlc@uwp.edu. If desired, the Teaching and Learning Center will provide the service of converting the signed cover page to electronic (pdf) format.

The UW-System deadline is that proposals must be submitted electronically to OPID no later than February 19, 2010. Send all proposal components to opid@uwsa.edu. Also include a signed transmittal form if you are able to send this form via email.

If you are unable to send a signed transmittal form via email, one copy of the cover page and the original, signed transmittal form must be mailed to Dr. La Vonne Cornell-Swanson and postmarked by February 18, 2010.

All proposals received will be the property of the UW System. Proposals submitted after the deadline date will not be considered. Incomplete applications will not be reviewed. **Applicants are responsible for obtaining their campus approval of proposals in time to meet the UW System deadline.**

UW-Parkside Review Process: Proposals will be reviewed by a subcommittee represented by UW-P representatives to OPID, the Committee on Teaching and Learning and the Provost office.

UW-P Contact Person:

Jim Robinson
Director, Teaching & Learning Center
Wyllie Hall, Room 245
595-2068, robinson@uwp.edu

OPID Review Process: Proposals will be reviewed by a grant review team made up of OPID Representatives and the OPID staff. Individuals and institutions will be notified no later than the end of April with the results of the review process.

OPID Contact Person:

La Vonne J. Cornell-Swanson, Ph.D.

Interim Director, OPID

1608 Van Hise

1220 Linden Dr.

Madison, WI 53706-1559

(608) 263-2722 (608) 263-2046 Fax

lcornell-swanson@uwsa.edu