



Office of Learning Technology Development

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<http://www.uwsa.edu/olit/ltdc>



2011-2012 Curricular Redesign Grant Program: Leveraging Technology to Meet Classroom Challenges

Request for Proposals

The UW System Administration and the Learning Technology Development Council (LTDC) seek proposals:

- for projects that will advance the innovative use of technology for teaching and learning, and/or;
- for proposals related to faculty and instructional development in the effective use of technology in teaching and learning.

Funding priority will be given to projects that have impact on a program level or a 'gateway' course that will improve retention or completion in the course or program.

Funding priority will also be given to collaborative multi-institutional projects within and across disciplines. Single institution projects that have wide impact beyond one institution will also be considered.

Areas of Program Emphasis

The Curricular Redesign program will support proposals focusing on technology-related initiatives in faculty and/or curricular development. Grants addressing the following are especially encouraged:

- Formative and summative assessments of student learning outcomes in the application of technology for teaching and learning;
- The use of technology to promote student engagement through meaningful interaction (e.g.: Student Learning Communities, small group work, team-based learning, collaborative work, active learning techniques, critical thinking);
- Collaboration and sharing of best practices and materials across campuses for demonstrably effective instructional technology use;
- Discipline-specific regional or statewide discussion/conferences to build connections, identify best practices, provide opportunities for collaboration, and explore potential future projects
- Innovative instructional uses of new and emerging technologies;
- Intentional and purposeful exploration of technology to achieve the goals of the Wisconsin Growth Agenda action steps

Additional project topics are welcome and will be considered.

About the Curricular Design Grants

All UW Faculty and academic staff are eligible to receive funding. Funding levels will depend on the scope of the project proposed, including the number of institutions and individuals involved. The maximum amount of any single award will be \$15,000. We anticipate funding several projects. **Proposals are due on or before 5:00 p.m., March 7, 2011** (electronically submitted) for projects that will be funded fiscal year 2011-2012.

PIs should consult and discuss their proposals with their campus LTDC representative early in the planning process to determine if this RFP is appropriate for their proposal.

Project Duration

Project funding is for the 2011-2012 *fiscal* year. Please note that this means funding will run from July 1, 2011 to June 30, 2012. Budget and personnel schedules should be planned accordingly. **CRG funds cannot be carried forward past the 2011-2012 fiscal year.**

Project Enhancements

The likelihood of funding will be enhanced if proposals integrate other relevant UW System initiatives, such as Scholarship of Teaching and Learning, Technology and Learning, Advantage Wisconsin, Growth Agenda Action Steps, LEAP WI, HIP, Inclusive Excellence, and include strategies for project continuity, such as the meaningful exploration and securing of institutional support or extramural funding. Projects that are selected will exhibit sound instructional design principles and a well-developed assessment strategy.

Proposal Components¹

I. Cover Pages (See Appendix).

This should include the Cover, Summary and Signature sheets. The signature sheet must include signatures from the appropriate Provosts, Deans, and Department Chairs from each institution. Proposals must include the signature as approval from the LTDC representative from each campus involved in the grant proposal. This signifies a meaningful consultation or discussion of the project prior to submission. (Please note: Because you will be submitting your proposal electronically, you can send PDF files with copies of the appropriate signatures electronically with the proposal or fax the cover page with the necessary signatures. The preferred method for signature submission is PDF).

II. Abstract.

Maximum length: 300 words.

III. Project Narrative.

Maximum length: five double-spaced pages, with a 12-point font.

The narrative *must* include the following sections:

a. Statement of Need/Problem

The proposal must clearly describe the problem/issue to be addressed during the project, and why it is important to address the problem/issue, particularly as it impacts students learning. Indicate how the proposed project will relate to and enhance existing efforts. Where appropriate, describe the innovative nature of the project. Include total number of courses, students, faculty, departments, and campuses affected by the project proposed.

b. Activities & Work Plan

Description of significant project activities.

Identify collaborative partners and describe their roles and contributions to the project during the planning, implementation, and evaluation phases.

Include a work plan that lists all major activities. Must include a realistic timeline and identify (by name and/or position), the individual who will lead/facilitate each of the activities.

Significant participation of the campus Learning Technology Center (or comparable unit) must be clearly stated.

c. Project Outcomes and Evaluation

Clearly identify the intended outcomes of the project. Outcomes should address the *Statement of Need* and be specific, measurable, and attainable. Include a detailed plan for evaluating the project outcomes as well as the efficacy of major activities. The plan should include formative and summative evaluation.

d. Dissemination

Award recipients are expected to disseminate project results on their campus and with UW campuses through the LTDC channels, such as presentation at the LTDC meetings, e-pedagogy series and invitation to other events. In addition recipients are encouraged to communicate projects regionally and/or nationally. Describe how you plan to communicate your progress and outcomes within your institution, the UW System, and to other institutions and organizations (such as professional societies, digital libraries etc). You are **REQUIRED** to submit a report of project outcomes to the Office of Learning Technology Development by August 31, 2012. Use the Template at <http://www.uwsa.edu/olit/ltdc/grants/2010-2011/report.doc>

IV. Budget and Budget Narrative

You must include a detailed budget narrative, in which you clearly describe and justify each item of the budget in relation to the proposal. For example, if you include release time for faculty and/or staff, explain their activities during the funding period. In addition, include a completed budget form available on the [LTDC Grants web site](http://www.uwsa.edu/olit/ltdc/grants/2011-2012/budget.xlsx) (<http://www.uwsa.edu/olit/ltdc/grants/2011-2012/budget.xlsx>).

Funds may be requested for the following expenses:

- UW faculty/staff release time, overload, or summer contracts (fringe benefits are responsibility of the campus and must be confirmed at proposal submission time)
- Student help, graduate assistants (fringe benefits must be covered by campus)
- Travel for planning meetings and dissemination (funding requests must be in compliance with the current campus travel guidelines)
- Conference organization expenses may include honorarium, travel expenses, and materials
- Supplies and expenses
- Hardware and software will be given lower priority. PIs are encouraged to seek support from your campus.

V. Condensed, One-page Curriculum Vitae for principal investigator and major project partners.

Review Process

A review team consisting of the Learning Technology Development Council Executive Committee and representatives from UW System will assess the proposals and make award recommendations to the Office of Learning Technology Development, UW System.

Forms and Reports

A cover page, project summary, and sign-off form including signatures from the appropriate Provosts, Deans, and Department Chairs and the LTDC representative from each institution must be included. Refer to the Proposal Component Section I and the [LTDC web site \(http://www.uwsa.edu/olit/ltdc\)](http://www.uwsa.edu/olit/ltdc) for details.

A budget form accompanies this RFP and should be used to calculate the project budget. It should be submitted along with the proposal. Refer to the LTDC Grants web site for [current template \(http://www.uwsa.edu/olit/ltdc/grants/2011-2012/budget.xlsx\)](http://www.uwsa.edu/olit/ltdc/grants/2011-2012/budget.xlsx).

A final report of the project must be submitted to the Office of Learning Technology Development at the conclusion of the project, but no later than August 31, 2012. Refer to the Proposal Component Section III – d for details.

Timeline

Date	Event
September 28, 2010	UW System Administration sends RFP to institutions
March 7, 2011	Institutions submit proposals to UW System Administration by 5:00 p.m.
May 2, 2011	UW System Administration notifies institutions of grant awards
August 31, 2012	Final Reports due to UW System Administration

Submission Guidelines and Instructions

Proposals must be submitted no later than March 7, 2011 at 5:00 p.m. by email to [Lorna Wong \(lwong@uwsa.edu\)](mailto:lwong@uwsa.edu). Cover sheets with the appropriate administrative signoffs should be received by the same date. Please do not fax, or mail components of the project or ancillary materials separately.

All proposals received will be the property of UW System Administration. Proposals submitted after the deadline date will not be considered. Applicants are responsible for obtaining their campus approval of proposals in time to meet the UW System deadline. Proposals submitted by means other than electronic submission will not be considered.

All approved proposals and project reports will be posted on the LTDC Grants website. Failure to submit a final report will be considered an incompleteness of the project.

Submissions and Questions Contact:

Lorna Wong
Director, Learning Technology Development
608.265.9559
lwong@uwsa.edu

ⁱ Proposals that do not adhere to these guidelines will not be considered

ⁱⁱ Principal investigators (PI's) are encouraged to check with their university's research administration office for other institutional deadlines or requirements that might apply.



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Campus Representatives - 2011-2012

The most up-to-date list of campus representatives is available on the LTDC web site, at (<http://www.uwsa.edu/ltdc/reps>)

UW Colleges

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UW System Administration

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