

Office for Professional and Instructional Development (OPID)

Undergraduate Teaching and Learning Grants 2011-12 Request for Proposals

The Office for Professional and Instructional Development (OPID) requests proposals for the 2011-12 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; and
- ◆ that contribute to the body of knowledge about quality teaching practices.

A total of \$184,743 is available for academic year 2011-12 to fund projects that advance one or more of the following UW System initiative goals:

- ◆ Support systematic study 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 the systematic study of teaching and learning; and
- ◆ Advance campus priorities and system-wide strategic directions related to student learning outcomes including:
 - systematic study 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 at <http://www.uwsa.edu/vpacad/hips/>);
 - integrating inclusive excellence in the curriculum; and
 - integrating inclusive excellence as pedagogical practice.

Please Note: It is important that you clearly articulate how your proposal integrates the UW System initiative goals. It is not acceptable to simply provide website links.

Grant proposals may include individual, team, department, interdisciplinary, college, campus, and/or multiple-campus projects.

The UTLG review criteria places emphasis on the following characteristics:

- ◆ 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.

UTLG 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, and the signature of your Provost (or Provost's designee).
- 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 type 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. an explanation of how the project will evaluate and ultimately improve teaching practice and student learning related to the grant's goals above; and
 - c. a detailed timeline of all stages in the project.
 - ◆ **Dissemination.** Give a detailed plan for making the results of your project public, describing how the results will be disseminated *throughout Wisconsin* (when, where, and in 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.
- IV. 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.*

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 **2011-12 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 Wisconsin.
- Fringe benefits: Fringe benefits will not be provided by UTLG grant funds. They are to be provided by the campus and will be considered institutional match.

V. Appendices:

A. **Required.** A letter of support from Provost or Provost's designee. Without this letter your proposal is incomplete and will not be reviewed.

B. **Required.** A letter of support from a second source who understands and can recommend the value of the work in the context of the UTLG goals (e.g., OPID Administrative Representative and/or Faculty Representative, Director of Teaching/Learning Center, other appropriate individual).

C. **Optional.** Any additional materials that you feel will be helpful to the grant review committee.

How to Apply

Each institution, through the OPID Representatives and the Provost's Office, has been asked to develop a process for moving grants through the campus level. However, ***we strongly recommend*** that project proposals be reviewed by someone at your institution who is connected to faculty development or involved with teaching and learning initiatives and can advise you on

your proposal, especially in the context of the UTLG's specific goals. In most cases this will be the OPID Administrative and/or Faculty Rep, or a leader of a campus teaching and learning project. Our aim here 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.

Your cover page *must* be signed by your Provost (or Provost's designee) to be considered for funding. In the case of inter-institutional projects, the Provost (or Provost's designee) *from each institution* must sign. Please contact your Provost's Office or your OPID Administrative representative (see Appendix A) for campus deadlines and further information.

DEADLINE

Proposals must be submitted electronically no later than February 11, 2011.

Send all proposal components, including the signed cover page, to opid@uwsa.edu. If you are unable to send a signed cover page via email, you may fax it to 608-263-2046, Attn: Rae McCormick.

All proposals received will be the property of the UW System. 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.**

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 2011 with the results of the review process.

Contact re submission of proposal:

Rae McCormick
Program Associate
1640 Van Hise Hall
1220 Linden Drive
Madison, WI 53706
OPID@uwsa.edu
608-262-5862

Contact re status of the proposal review:

Kimberly Kile
Institutional Planner, OPID
1648 Van Hise Hall
1220 Linden Drive
Madison, WI 53706