

# 2023-2024 Teaching and Learning Grants Call for Proposals

The Executive Director of the Center for Teaching Excellence and Innovation and Associate Provost for Academic Affairs are pleased to offer faculty grants to promote innovations in teaching and learning. This funding opportunity serves the following four purposes:

1. To assist faculty in implementing a new pedagogical approach to improve student engagement or performance in a course, a set of courses, or an entire program.
2. To assist faculty in using, with students, a new technology to solve a pedagogical problem in a course(s).
3. To support the implementation of high-impact practices (HIP) and UHart essential learning outcomes (ELO) in the undergraduate curriculum.
4. To support faculty who are developing/enhancing equitable and inclusive teaching practices.

## Description

Funding per project is expected to range from \$1500-\$5000. Faculty may request a course release or a stipend (capped at \$1500) for the Spring 2024 semester to develop their teaching and learning project. Faculty who wish to learn new educational technology can use funds to purchase hardware, software (to be installed on university-owned computers), or fees to participate in educational technology workshops. (Note: If you are using funds to purchase technology, provide evidence that ITS has reviewed this technology and approves its use.)

All projects must include an assessment plan that examines student performance or perceptions of the innovation's impact on their learning.

Recipients will commit to two brief meetings during the spring semester to share their projects and progress with one another. Grant recipients will also commit to sharing their work with the UH teaching community at the *Teaching and Learning Collaborative*, a *CTEI Learn@Lunch* session or via a brief video for a faculty repository for teaching and learning ideas. We also encourage you to share the results of your work within your department, college, and beyond the university.

## Eligibility

All full-time faculty members are eligible to apply. Please note that priority will be given to applicants who have not received a grant from the Provost's Office (which includes CTEI) in the past two years.

**Submissions are due by 4pm, November 10, 2023.**

## Application Guidelines

You will submit your application via a Microsoft 365 Form. **Please do not email your application.**

We recommend you **compose and save a copy of your responses (to the items below) in a Word document for sharing the complete proposal with your department chair and dean for review/approval in advance of submission to CTEI.** Once you have received all necessary approvals, click the submission link below to access the form.

### 1) **Project Narrative**

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- a) Describe the innovation you are planning to implement to enhance teaching and learning. (2 paragraphs)
  - b) Describe how and when this innovation will be incorporated into the curriculum to enhance teaching and learning. Which course(s) will be impacted (course name, code, and number)? Approximately how many students will likely benefit from this project? (1 paragraph)
  - c) Describe the impact you hope to have on students. Impact statements may include student perceptions/attitudes (interest in the material, enjoyment of the experiences, etc.) and/or improvements in what students know and can do. Your impact statement must include specific learning outcomes you hope to achieve because of the planned innovation and how this innovation might have some bearing on other courses in your department or college.
  - d) If your project involves the implementation of a HIP, please explain the extent to which your HIP is aligned with the [HIP "Essential Elements"](#). (*Links in this document may require you to use your UHart email credentials to access.*) If your project involves the integration of a UHart ELO, please explain the extent to which your project will support the [AAC&U Rubrics](#) for the target ELO. Please indicate N/A if your project does not involve a HIP/ELO.
  - e) How will you determine if your innovation was effective? Please be specific. How will you assess the learning outcome(s) or impact you identified earlier? For example, will you survey students before and after this innovation to see if attitudes/perceptions/engagement changed? What assignment(s) might align with the learning outcome(s) you plan to address?
  - f) Describe how the results of the project will be shared with others who might benefit from learning about its outcomes. The minimum expectation is that you are willing to formally share your work with the university community (e.g., via the Curriculum Festival, CTEI Learn@Lunch, or a brief video in the Faculty Showcase Repository). If you plan to disseminate your project outcomes externally, please include the name of the conference(s) at which you hope to present.
- 2) Please provide a **timeline** for this project including the assessment of relevant student perceptions and/or learning outcomes after the innovation. Please note that this timeline should be for the spring semester only.
- 3) **Budget and Vendor/ITS Documentation**- Consider the budget carefully. Any changes after the award has been made must be done in consultation with the Executive Director of the Center for Teaching Excellence and Innovation and the Associate Provost for Academic Affairs.
- a) Please provide a budget with justification, detailing the anticipated expenses.
  - b) If a course release is being requested, indicate the semester and course from which you will be released. Include the cost of an adjunct replacement. Indicate N/A if no release is requested.
  - c) If not purchasing technology skip to 4. If you are purchasing educational technology, please provide a written quote from a vendor for all hardware/software expenses and indicate whether such hardware/software is intended for a Mac or a PC. In addition, identify any installation and/or maintenance costs and who will be responsible for the installation and maintenance. Please be sure to check with your department chair to be sure the technology does not already exist and that student lab fees are not available to fund the technology requested. As mentioned above, provide evidence that ITS has reviewed this technology and approves its use. You may include vendor quotes and ITS approval in a separate email to [CTEI@Hartford.edu](mailto:CTEI@Hartford.edu) or upload a pdf/jpg at submission.

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- d) All funding must be spent before June 1, 2024, and can only cover expenses accrued in the fiscal year (up to July 1, 2024). Conferences need to be complete by this deadline in order to be eligible for funding.
- 4) **Department Chair and Dean approval via email or signature.** Please either email to [CTEI@hartford.edu](mailto:CTEI@hartford.edu), with the subject line: "T&L grant approvals" both your department chair and dean approvals **or** save approvals as pdf/jpg and upload them at application submission. **Your application is only considered complete with receipt of these approvals.**

### **Deadline and Decisions for Proposals**

Applications should be submitted by **4p on November 10, 2023**, via Microsoft 365 Forms. [Click here to access the submission form](#). You may need to sign in using your UH email credentials to access. Funding decisions will be finalized in early December.

### Application Review

Teaching and Learning grants will be awarded on a competitive basis. Applications will be reviewed by a faculty committee co-chaired by the Executive Director of the Center for Teaching Excellence and Innovation and Associate Provost for Academic Affairs.

Applications will be evaluated according to the:

- 1) merit of the proposal, including the anticipated impact on student learning.
- 2) clarity and coherence of the proposal.
- 3) likelihood that the project will be completed.

**Priority** will be given to proposals that put educational technology in the hands of students as opposed to the instructor. **Priority** will also be given to proposals that seek to improve equity, inclusion, or justice for students in courses or programs.