2019-20 Teaching and Learning Grants
Call for Proposals

The Center for Teaching Excellence and Innovation and Associate Provost for Undergraduate Studies are pleased to offer grants for faculty to promote innovations in teaching and learning. This funding opportunity serves several purposes:

1. To assist faculty in implementing a new approach to pedagogy in a course, set of courses, or entire program to improve student engagement.
2. To assist faculty in learning a new educational technology and using it to enhance teaching and learning.
3. To support the implementation of high-impact practices (HIP) and essential learning outcomes (ELO) in the undergraduate curriculum.

Priority will be given to proposals that demonstrate the potential for a significant impact on students.

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 2020 semester to develop their teaching and learning project. Faculty who seek to learn a 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 please provide evidence that you reached out to the Office of Technology Services to confirm this type of technology can be supported on campus.) All projects must include an assessment plan of the impact of the innovation on teaching and learning and a plan for disseminating the project outcomes internally. We also encourage you to plan to share the results of your work beyond the university. Finally, grant recipients may be invited to share their work with faculty at the Curriculum Festival, Faculty Showcase, or a CTEI Learn@Lunch.

Eligibility
All full-time faculty members are eligible to apply. Priority will be given to applicants who have not received a CTEI or Goal 1 grant in the past two years.

Application Guidelines
Applications must be saved and submitted as a single PDF file, and must include the following:

1. Signed cover sheet (see attached)
2. Project Narrative
   a. Describe the innovation you are planning to implement to enhance teaching and learning.
   b. Describe how and when this innovation will be incorporated into the curriculum to enhance teaching and learning. Which course(s) will be impacted? Approximately how many students will benefit from this project?
   c. Describe the impact you hope to have on students. Impact statements may include student perceptions (interest in the material, enjoyment of the experiences, etc.) and improvements in the process of learning. Your impact statement should also include specific learning outcomes you hope to achieve as a result 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 Goal 1 criteria and/or the HIP “Essential Elements”. If your project involves the integration of an ELO, please explain the extent to which your project will support the AAC&U rubric criteria for the target ELO.
   e. Describe how you will assess the impact of your work. Please be specific.
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 will formally share your work within your department or college and with the university community via the Curriculum Festival, Faculty Showcase, or a CTEI Learn@Lunch. If you plan to disseminate your project outcomes externally, please include the name of the conference(s) at which you plan to present.

3. Timeline for project activities

4. Budget
   a. A budget and justification, detailing the anticipated expenses.
   b. If a course release is being requested, indicate the course from which you will be released and the cost of an adjunct replacement.
   c. 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.
   d. Consider the budget carefully. Any changes after the award has been made must be done in consultation with the Center for Teaching Excellence and Innovation and the Associate Provost of Undergraduate Studies.
   e. All funding must be spent and workshop travel must be completed before June 1st, 2020.

Applications should not exceed two single-spaced pages, excluding the cover sheet, with 1-inch margins and 12-point font.

**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 of Undergraduate Studies.

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; and
3) likelihood that the project will be completed.

**Deadline for Proposals**
Applications should be saved as one pdf and submitted via email to Lydia Chiappetti [ctei@hartford.edu](mailto:ctei@hartford.edu) by 4p on **November 25, 2019**. Funding decisions will be finalized in mid-December.

**Reporting**
Awardees are expected to provide a report about their grant activities, to the Center for Teaching Excellence and Innovation by December 15, 2020.
Center for Teaching Excellence and Innovation
2019-20 Teaching and Learning Grants
Cover Sheet

Name:

Department:

School/College:

Phone:

E-mail address:

Title of Proposal:

Course(s) and semester in which the innovation will be implemented:

Signatures:

________________________________________________________________
______________________________________________
Applicant Date

______________________________________________
Department Chair (if applicable) Date

______________________________________________
Dean Date