

**UNIVERSITY OF ILLINOIS AT CHICAGO
COUNCIL FOR EXCELLENCE IN TEACHING AND LEARNING**

**2011-2012 CURRICULUM AND INSTRUCTIONAL GRANTS
PROGRAM GUIDELINES**

Introduction

The University of Illinois at Chicago (UIC) Council for Excellence in Teaching and Learning (CETL) and the Office of the Vice Provost for Faculty Affairs (OVPFA) are pleased to announce the annual program of Curriculum and Instructional (C&I) Grants (CIG). This program provides seed money for faculty initiatives designed to enhance the quality of teaching and learning at UIC.

Description of the Program

Over the years, the CIG program has provided over \$1,000,000 in support to faculty initiatives at UIC. CIG offers “seed money” to encourage faculty to explore their teaching interests and to develop innovative approaches to teaching and learning in their disciplines. The purpose of the program is to build a fund of innovations, demonstration projects, and experiences that will contribute to an atmosphere of curricular and instructional excellence at UIC. CETL welcomes innovative proposals in any area related to curriculum and instruction.

Eligibility

All tenured, tenure-track, and clinical members of the faculty of any UIC college or school are eligible to apply for C & I Grants.

Application Procedure

Application Contents

In order to be considered for a C & I Grant, interested faculty must submit a complete application. Use the following link to access [application form](#) that you must use to submit your application.

Applications must include:

- A cover sheet (<http://www.uic.edu/depts/oa/cetl/cig/coversheet.pdf>)
- A statement of the teaching and learning issue, problem, or challenge that the application addresses
- A description of the proposed project including why it represents an innovative approach to teaching and learning and why the proposed project represents the best means of addressing the identified curricular or instructional problem/challenge
- A discussion of the expected effect of the proposed project on teaching and learning including the identification of key student learning outcomes associated with the project
- A plan for assessing the actual effect of the proposed project on the identified student learning outcomes

- A budget for the project (including other sources of support, if applicable). Include a plan for continuing the proposed project (if successful) after the initial funding period as available.

Prior CIG funding: Individuals who have previously received funding through the UIC Curriculum and Improvement Grant program are asked to provide a paragraph in the current application describing the nature of the prior funding and its educational outcomes.

Application Format: Using the application form that was mentioned earlier, be sure that *you have concisely addressed each of the above points*. The application and supporting materials may not exceed ten (10) pages. Applications average five (5) pages in length. C.V.'s should *not* be included with the application.

Application Assistance: There are many offices on campus that are able to help faculty develop CIG applications. The Teaching and Learning Center (TLC) ((312) 355-0511) can provide assistance or refer faculty to other appropriate campus resources. Additionally, the InfoTech Arcade, Office of External Education, and the Instructional Technology Lab (ITL), among others, offer advice and consultation to faculty on technology issues.

Submitting an Application: Applicants should submit one pdf version of their application by the deadline to Danielle Smith at the following email address: dsmith34@uic.edu. Please title the document with the applicant's name followed by "CIG application 2012". Faculty needing assistance converting their application to pdf format are welcome to contact Ms. Danielle Smith for advice and help at (312) 413-3470 by phone or dsmith34@uic.edu by email. Applicants can also obtain assistance at the Instructional Technology Labs (ITL), located in the Daley Library on the east end of campus and in the Benjamin Goldberg Building on the west end of campus. It is the responsibility of the applicant to have checked to make sure the pdf prints and reads properly. If applicants feel that their application precludes the possibility of electronic submission, they should contact Michael Michela at (312) 355-0511 or via email at mmichela@uic.edu.

Application Submission Deadline: The deadline for submission of applications is **4:30 P.M on Friday, February 24, 2012**. Applications received after the deadline will not be considered.

Amount of Awards: While there is no absolute limit to the amount of any individual award, past awards have ranged from \$2500 to \$16,000.

Review Process: All applications will be reviewed by a panel of faculty composed of members of CETL. Applications may be funded fully, partially, or conditionally. The review panel may exclude specific budget items from funding, cut the project budget, and/or make funding contingent on applicants revising their proposals. The criteria used to review applications include:

- the potential impact of the project on teaching and learning at UIC, including possible impact on campus priorities.
- the innovativeness of the proposed project
- the ability to assess the identified student learning outcomes of the project so that it may inform future practice
- the detail provided in the budget and how the project would be continued (if successful) after the initial funding period

Report of Project Results: All applicants receiving funding will be required to report the results of their project to CETL by the end of the Fall Semester, 2013; based on the assessment plan submitted as part of the application. The intent is to share this information with the campus community. Use this link to access the [CIG Progress Report form](#) that you should use to submit your application.

Physical and Intellectual Property: Any physical property purchased, in full or part, using C & I Grant funds is the property of UIC. Intellectual property created through a C & I Grant supported project will be governed by all applicable university intellectual property policies.

Indirect Costs: As C & I Grants are made with internal University funds, applicants do not need to include indirect costs in their budgets. For example, fringe benefits and tuition waivers for Teaching Assistants should not be included in the proposed budget.

Budget Restrictions: The following items or activities are *not eligible* for funding under the C & I Grants program:

- equipment that is available for free loan from the Audio/Visual Services Office (please visit <http://www.uic.edu/depts/oa/ocs> for a current list of available equipment)
- food or beverages of any kind
- cost of producing or disseminating results of the project to CETL or the UIC community
- honoraria, fees, or salary to any University of Illinois employee for work done during period of contract

Funding Procedure: Applicants receiving funding through the C & I Grant will be instructed as to the procedures for transferring grant proceeds. Applicants receiving awards will be notified as to the university policies governing these funds.

For more information on the 2011 Curriculum and Instructional Grants program, please contact Michael Michela at (312) 355-0511 or via email at mmichela@uic.edu. Additional information, including Curriculum and Instruction Resources, is also available on CETL's main CIG web page located at <http://www.uic.edu/depts/oa/cetl/cig/index.html>.