

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

**2007-2008 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 Faculty Affairs 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 \$700,000 in support to faculty initiatives at UIC. CIG's offer "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. Applications that incorporate innovative approaches to general education, interdisciplinary and cross-departmental instruction, and the measurement of student learning outcomes are particularly encouraged.

Eligibility

All tenured, tenure-track, and voting members of the faculty of any UIC college or school are eligible to apply for C & I Grants. If you are unsure whether you are a voting member of the faculty in your college or school, please check with your Dean's Office as this varies by unit.

Application Procedure

Application Contents. In order to be considered for a C & I Grant, interested faculty must submit a complete 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) including a plan for continuing the proposed project (if successful) after the initial funding period

Application Format. While there is not a prescribed format for the C & I Grant application, **applications must address 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 C & I Grant applications. The Teaching and Learning Center (TLC) (3-9166) can provide assistance and 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. It is strongly recommended that applicants consult with one of these offices before submitting a C & I Grant application that involves instructional media or technology. Contact information for each office is provided below.

Number of Copies of Application. Applicants are required to submit eight (8) copies of their application.

Application Submission Deadline. The deadline for submission of applications is **4:30 P.M on Tuesday, November 27, 2007.** Applications received after the deadline will not be considered.

Submitting Applications. Applications should be returned to:

**CETL (m/c 103)
2715 University Hall
601 South Morgan Street
Chicago, Illinois 60607**

Unfortunately, faxed or e-mailed applications cannot be accepted.

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
- 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 January 1, 2009 based on the assessment plan submitted as part of the application. This report will be made available to the campus community.

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 do not need to 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)
- projects or activities that are continuing work funded by previous C & I Grants
- 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. Grant proceeds may be carried over to Fiscal Year 2009 if necessary. Applicants receiving awards will be notified as to the university policies governing these funds.

For more information on the 2007-2008 Curriculum and Instructional Grants program, please contact Laura Stempel in the Office of Faculty Affairs at 5-2499 or via e-mail at lstempel@uic.edu. Additional information, including Curriculum and Instruction Resources, is also available on CETL's web site located at <http://www.uic.edu/depts/oa/cetl>.