**Instructional Improvement Program Grants 2016-2017**

**Deadline: Tuesday, February 21, 2017**

**Funding Requirements and Limitations**

The guiding principle is that grants can support costs of development, but not costs of actually delivering instruction. Thus the provision of Teaching Assistants is not funded, although the one-time use of student assistance, for example, to develop materials or gather evaluative data about a redesigned course, course sequence, or curriculum, is appropriate. Purchases of equipment such as desktop or laptop computers, servers, cameras, etc. cannot be funded by this program. Faculty stipends cannot be funded.

The benefits of a funded project must affect more than one offering of one or more courses.

Grants can be used for:

- Student assistance
- Specialized instructional equipment and supplies, although minor supplies such as photocopying, paper, and printing are expected to be supplied by the academic departments.
- Services, such as Instructional Development media production services.
- Instructional Videos. Purchases of films (in DVD format) as part of course improvement will be considered only if there is some evidence that each title has already been used instructionally or viewed by the faculty member (e.g., through prior rental). Films acquired with IIP funds are required to be housed in Instructional Development’s Film and Video Library as a campus-wide resource.

**How to Apply**

Most proposals are 4-5 pages in length. Proposals must include the following items:

1. **Letter of support** from the department chair(s) or equivalent. This letter must identify the source of any funding that will be required to continue the benefits of the project beyond the developmental stage funded by the grant.

2. 100 word **abstract**.

3. A proposal **narrative** that clearly addresses each of the following points:
   - The background or context of the situation, including undergraduate course(s) involved, typical or estimated enrollments, how frequently offered, the instructional issue(s) or challenge(s) being addressed.
   - The instructional goal(s) of the project and how this activity, product or material will address the goal.
   - A description of what is to be done.
   - Identification of the kind, amount and source of any support that will be required to continue the benefits of the project beyond the developmental stage funded by the proposed grant (e.g. web support, programming support, staffing levels of TAs, ongoing access to instructional technology).
• Departmental support and level of commitment to the project.
• A plan for evaluating the effectiveness of the project including a specification of learning goals and how achievement of these goals will be measured (ID's Instructional Consultants can assist).
• A description of the anticipated instructional impact, and/or benefits to students, deriving from the project.

4. An itemized **budget** with justification for specific items (e.g. student assistant hours, production costs, supplies). Note that student assistant compensation should include benefits calculated at 4.9%. Recommended wage for undergraduate assistants is $12.25/hour. Recommended wage for graduate assistants is $18.49/hour. Proposals for a higher wage should contain a justification.