University of Louisville
Ideas to Action (i2a) Unit Funds
2014 Cycle Supporting Undergraduate innovation (SUN) Grant Guidelines

CALL FOR PROPOSALS:
i2a UNIT LEADERSHIP COMMITTEES ARE ENCOURAGED TO SUBMIT A PROPOSAL
JANUARY 21, 2014: Individual proposals submitted to the respective unit i2a Leadership Committee
FEBRUARY 3, 2014: Unit i2a Leadership Committee proposals submitted to i2a Steering Committee

1. **Introduction**

Ideas to Action (i2a): Using Critical Thinking to Foster Student Learning and Community Engagement is the university's quality enhancement plan (QEP) that grew out of our commitment to fulfilling accreditation requirements set out by the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC). The QEP was approved by SACS-COC in 2007 and the 5-Year Interim Report detaining implementation of the QEP was accepted SACS-COC in July 2013.

The two specific outcomes identified for i2a are:
1. Students will be able to think critically.
2. Students will develop the ability to address community issues.

2. **Submission Guidelines**

For the second phase of i2a, which began in summer 2013, undergraduate schools and colleges formed i2a Leadership Committees to support the sustained integration of the two i2a outcomes at the unit level. The SUN Grant proposal process has been revised to support the new i2a leadership structure. **For the 2014 SUN Grant cycle, the i2a Steering Committee will award monies to select proposals <u>submitted for funding consideration by the unit i2a Leadership Committee chair</u> in support of their prioritized i2a projects or activities to take place in the 2014-2015 academic year.** Examples of projects may include constructing assessments; implementing assignments; developing resources for students, faculty and staff (e.g. critical thinking training modules); offering learning communities; strengthening the measurement of i2a student learning outcomes (SLOs); and cross-disciplinary projects. The SUN Grants will fund proposals up to $4,000 that are submitted by the unit i2a Leadership Committee for funding consideration. Proposals for funding consideration:
- must include the dean's signature and
- are submitted to the i2a Steering Committee via the unit i2a Leadership Committee chair.

Proposed projects are expected to be implemented in an academic year, from July 1 to June 30.

Unit i2a Leadership Committees may submit more than one proposal for funding consideration to the i2a Steering Committee. The total number of proposals expected to be funded by the i2a Steering Committee is 7-8 across all undergraduate units. Funding decisions will be made based on the project's relationship to i2a outcomes, quality and student impact of the project, and diversity of proposals across undergraduate units.

Because the 2013-2014 is a transition year for the new unit-level i2a Leadership Committees, the expectation is i2a Leadership Committee chair will submit proposals for funding consideration in early 2014 for projects planned during the 2014-2015 academic year, July 1, 2014-June 30, 2015. A 2014-2015 timeline for the submission and awarding of i2a SUN Grants is:
- January 21, 2014-Individual proposals submitted to the respective unit i2a Leadership Committee for review and submission to the i2a Steering Committee for funding consideration.
- February 3, 2014-Unit i2a Leadership Committees submit selected proposals to the i2a Steering Committee for funding consideration.
- March 18, 2014- i2a Steering Committee funding decisions announced.
- April 2014-Beginning transfer of funds to units

Information about the current SUN Grant cycle and previously funded SUN Grant projects may be viewed at: http://louisville.edu/ideastoaction/programs/grants. Please note the SUN Grant guidelines and funding amount have changed from previous years. For information or questions about the 2014-2105 SUN Grant process please contact Cathy Bays at 852-5105 or cathy.bays@louisville.edu.

3. Proposal Information

i2a SUN Grant proposals are submitted by the unit i2a Leadership Committee chair. Proposals may be generated by the unit i2a Leadership Committee or faculty may submit proposals for consideration to their respective unit i2a Leadership Committee. Unit i2a staff liaisons are available for consultation during the proposal development process. Please submit the completed proposal information in a Microsoft Word document following the categories and instructions below. Document should be no more than **one-two pages (excluding the budget)**, single spaced text, using Times New Roman 12-point font and 1" margins.

1. *Relationship to i2a Outcomes.* i2a SUN Grants are designed to foster significant enhancement to existing undergraduate academic projects, programs and curricula to meet i2a outcomes.
   a. State the goal(s) of the project. Describe the general approach by which the project will meet the stated goals.
   b. Provide a clear indication of how the project relates to supporting at least one of the i2a outcomes in Section 1, Introduction.
   c. Describe how this project sustains, supports and enhances unit-wide i2a priorities.
   d. Be specific about what the project will entail. Explain what activities are to be carried out, by whom, and how materials are to be used.
2. *Sustainability.* i2a SUN Grants are designed to support the permanent, sustained, long-term integration of i2a priorities into the undergraduate experience at UofL.
   a. Clearly indicate either
      • how the project will build upon existing i2a work in the unit OR
      • how the project will be permanently integrated as a part of the unit, department or program beyond the initial funding period OR
      • how this project, or its results, will inform plans to permanently integrate the i2a outcomes.
   b. Explain how long-term sustainability is built into the project.
   c. Describe how project outcomes and a final summary of "best practices" or "lessons learned" will be shared with unit or university colleagues (e.g. workshop, website, presentation).
3. *Impact*
   a. Indicate the number of students, teaching assistants, staff, and faculty members who will be affected by the project both immediately and eventually, and indicate specific departments, programs, or courses on which your project will have an impact.
   b. If this project involves a specific course(s), list the name of the course(s), the average number of students in the course(s), and the percentage of students this total represents within the department/unit.
4. *Timeline*
   a. i2a SUN Grants are designed to support projects that must be completed within 12 months and are situated with the existing funding cycle of July 1 to June 30.
   b. Provide a projected timeline that indicates anticipated milestones for carrying out the project, a breakdown for various stages of the project, and insert the projected date of the Final Report.
5. *Evaluation.*
   a. Describe specific methods that will be used to evaluate impact of both the project goals and i2a outcomes as described above in criterion 1.
      • What are your metrics and methods to assess the project?
      • How will that data be gathered?
      • How will you "close the loop" and use the results?
      Methods of evaluation can be quantitative and/or qualitative, including, but not limited to the direct methods of midterm and/or final project assessments, student focus groups, participant observations, peer reviews, pre- and post-tests. Desirable measures are direct, program specific, and authentic. Additional information on evaluation of student learning outcomes may be found at http://louisville.edu/institutionalresearch/institutional-effectiveness/student-learning-outcome.html.
   b. Explain the effects proposed changes or enhancements will have on student learning. What are measurable student learning outcomes anticipated as a result of the proposed project? Include projected student learning

data that will be collected as part of the project. Implementation of one or more i2a outcomes should be the ultimate goal of the project.

6. **Research**
    a. For proposed projects that involve research, please review information on the Human Subject Protection Program (HSPPO) website at http://louisville.edu/research/humansubjects.
    b. The proposed project may be submitted prior to receiving IRB approval. However, if the proposed project is funded, monies will not be released until documentation of IRB approval is received by the i2a Team.
7. **Final Report**
    a. A Final Report must be submitted to the i2a Steering Committee in October of the same year the project is completed in June.
    b. This report needs to include a summary of project accomplishments, assessment data, and relevant addenda (e.g. syllabi, planning documents) that reflect the implementation of i2a into departmental or program courses, curricula and/or strategic planning.

Budget Justification. Use the separate Budget Sheet to provide a detailed budget with **thorough justification** for each budget item so that it is clear why each requested budget item is essential to complete the project. Line items on the separate budget sheet should include the underlying assumptions used to prepare the request, such as the quantities and costs of various categories of supplies and/or the funds. Cost sharing by academic units, when applicable, should also be itemized. Budget items that are normally provided by departments, such as library acquisitions, travel expenses, copying expenses, and supplies, may be included as cost sharing. In preparing the budget indicate a minimum and maximum budget to complete the project.

In most cases, the following items <u>may be</u> included in the budget request:
- Materials and supplies to support grant project; materials and supplies must not fall into excluded category for budget items (see below)
- Specialized software and technical support not ordinarily provided by department or unit
- Honorarium for external consultation or workshop facilitation necessary to accomplish the goals and objectives of the project
- Honorarium for part-time faculty who will play an active role in the development or implementation of the grant project.
- Pay an honorarium, course release or stipend to full-time faculty who have administrative or leadership responsibilities on the grant that are in addition to their routine faculty activities.
- Pay salaries or stipends to undergraduate or graduate students who have a crucial role on the grant that enhances the student's learning, e.g. the student is involved in the design and execution of the project and not just "another pair of hands." (NOTE: Receipt of a salary or stipend may impact student financial aid. It is the responsibility of the grant primary applicant to investigate the impact of SUN Grant monies on the financial aid for students listed in the SUN Grant budget).

In most cases, the following items <u>may not</u> be included in the budget request:
- Purchase, replace or repair major equipment (e.g., computers, digital cameras)
- Purchase or update standard software or software packages
- Fund the updating of general course materials (an activity that would fall within the regular responsibilities of applicant)

NOTE: Travel is not generally supported. However, if travel is <u>essential</u> to accomplish the goals and objectives of the project, then provide clear justification for travel in the budget.