Hrabowski Fund for Innovation Competition

 Call for Proposals

**2015-16**

1. **Introduction**

UMBC’s Fund for Innovation Competition supports initiatives to enhance teaching and learning at UMBC, with specific emphasis on innovative approaches to increase the success of our undergraduate and graduate students. Such approaches may include, but are not limited to, redesign of courses or other learning experiences, innovative course and/or curriculum development and other projects designed to improve or understand student-learning outcomes at the UMBC. Proposals that aim to understand the effectiveness of existing strategies at UMBC will also be accepted.

The competition is open to all tenured and tenure-track faculty; clinical instructional faculty; lecturers and instructors; and staff with full-time appointments. Proposals for funding may be made by individuals or by collaborative groups.

1. **Awards**

For AY15-16, a total of approximately $100,000 in funding will be available and allocated through the competitive review of proposals by a selection committee. Awards for funding for a period up to twenty-four months are available in three types.

**Seed Awards** have a budget totaling less than $3,500 for the twenty-four month period.

**Adaptation Awards** have a budget totaling $10,000 or less for the twenty-four month period. These awards support the adaptation and implementation of existing successful innovations into other courses, programs, or disciplines.

**Implementation and Research Awards** have a budget of $3,500 or greater up to the total maximum amount of $25,000 for the twenty-four month period. Individual recipients and the leader of a collaborative project may use the title of “UMBC Innovation Fellow” for the duration of the award. Individuals participating in a collaborative group project will be considered as members of a “UMBC Innovation Collaborative.” The responsibilities of UMBC Innovation Fellows are described below.

1. **Proposal Development and Criteria**

The proposal narrative must describe the project background, the project goals and objectives, methodology, a plan to evaluate the effectiveness of the project in reaching those goals and a start date.

Proposals should address, and will be evaluated upon, the following criteria:

* Clear description of a well-defined project or problem to be investigated.
* Potential impact on student success and/or broadening participation and the metrics that will be used to assess this impact.
* Where appropriate, the relationship between the proposed methods and concepts and existing research in teaching and learning (at UMBC or elsewhere).
* The feasibility of the project.
* Plans for formative and summative assessment of the impact on student learning.
* Plans for sustaining funding for ongoing costs for the project beyond the grant period (if appropriate). These plans must be provided by the PI’s Dean or other unit officer with primary budget responsibility.
* Plans for dissemination within the UMBC community including the potential of the transfer of lessons learned to other courses, disciplines and programs.
1. **Proposal Submission Format and Review**

Applications consist of completion and submission of the following components: the checklist page (provided), cover page form (provided), budget template (provided), and proposal narrative.

1. The **checklist** provides a convenient way to verify that the proposal is complete.
2. The **cover page form** captures essential information from the proposal narrative, such as: title of the project; names of faculty or staff and departments or units involved in the project; a concise summary or abstract of the project including project goals; and overall cost. The cover page requires a signature indicating endorsement of the entire proposal by the applicants’ department chair(s) or supervisor(s).
3. The **budget template** captures common categories of expense and is required to be included in the proposal. An Excel spreadsheet version of the template is also available on the FDC website.
4. The **proposal narrative** develops these ideas fully, clearly addressing the criteria described in section three above. The proposal narrative will include a budget justification.

Proposal narratives for seed awards (total budget less than $3,500) have a maximum length of three pages (single-spaced, font equivalent to Times New Roman 12 point) including a narrative budget justification.

Proposal narratives for adaptation awards (total budget up to $10,000) have a maximum length of eight pages (single-spaced, font equivalent to Times New Roman 12 point) including a narrative budget justification.

Proposal narratives for implementation and research awards (total budget greater, or equal to, $3,500 but no more than $25,000) have a maximum length of eight pages (single-spaced, font equivalent to Times New Roman 12 point) including a narrative budget justification.

All applications will be reviewed and ranked by a selection panel reporting to the Provost.

After an initial screening and ranking of proposals, the review panel may require finalists who have applied for implementation and research awards to make a brief presentation to the selection panel and answer questions about their proposal.

1. **Selection Panel**

Members of a selection panel will review and rank the applications. The selection panel consists of:

**Director of the Faculty Development Center** (non-voting chair)

**Voting members:** Six faculty, three from the Arts, Humanities and Social Sciences and three from the Natural Sciences, Mathematics, Engineering, and Technology fields.

Depending on the disciplines of the Hrabowski Innovation Fellows each year, the following selection criteria will be adjusted to maintain equal representation across the disciplinary divisions:

* Three faculty chosen by the Provost from faculty nominated by the Dean of each college
* Three previously named UMBC Innovation Fellows or Presidential Teaching and/or Regents Awardees or one faculty member at-large as needed to maintain equal representation across divisions as specified above

**Ex-Officio members:** One representative of the Division of Student Affairs; one representative of the Graduate School, nominated by the Dean; one representative of the Office of Undergraduate Education, nominated by the Dean; one representative of the Division of Information Technology (non-voting).

1. **Budget**

Allowed expenses for these grants may include, but are not limited to: supplies and equipment, programming or research assistance, expenses for student field trips, honoraria for classroom guest speakers, fees and expenses for conferences or workshops directly related to teaching, and summer stipends. Applications that request funds for course releases must be discussed and endorsed by the department chair prior to submission.

All awardees are responsible for appropriate use and accounting for the funds provided. Any significant changes to the proposed budget with regard to types or amounts of expenditures must be pre-approved by Linda Hodges, Director of the Faculty Development Center. All awards will be made for twenty-four months with no extensions or carry-over of funds that are not expended during the period of the award. Awardees who wish to continue or expand their projects beyond twenty-four months should submit a new proposal prior to the end of the project.

1. **Proposal Submission and Deadlines**

Applications will be reviewed twice every year. For the AY15-16 competition, proposal deadlines are October 16, 2015 and February 19, 2016. Applications received after a deadline will be considered during the next round of the competition.

Application materials (checklist, cover form page, proposal narrative, and budget template,) are to be submitted by e-mail to Linda Hodges at lhodges@umbc.edu as a single pdf file. Hardcopy applications will not be accepted. Awards should be announced within approximately three months of the deadline for submission.

1. **Start Date**

For the AY15-16 competition, proposals submitted by the October 16, 2015 deadline will officially start January 22, 2016. Proposals submitted by the February 19, 2016 deadline will officially start July 1, 2016.

1. **Expectations of All Awardees**

Expectations of awardees include:

* Attendance and a presentation at the Provost’s Teaching and Learning Symposium.
* At the end of the first twelve months, submission of a mid-project progress report including current status of the project and budget expenditures to that point.
* Within three months of project completion: a presentation and brief written report about key outcomes. These reports will be publicly displayed on UMBC’s Carnegie Grants website.
1. **Additional Expectations of UMBC Innovation Fellows**

The following are additional expectations of Innovation Fellows:

* A follow-up presentation mid-project to the Deans, Provost and President.
* If nominated, willingness to serve on the selection panel for the following year’s competition.

Hrabowski Fund for Innovation Competition

Proposal Checklist - Seed Award

**2015-16**

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| --- |
| Project Title:  |
| Name of Lead Investigator: | Department:  | Date: |

Please review the following list of elements and procedures required as part of the UMBC Fund for Innovation Competition and check that you have included them in your proposal and that it is complete.

|  |  |
| --- | --- |
|  | I have obtained the approval and signature of my department chair or supervisor on the cover form. |
|  | I have included a statement of plans from my Dean or other appropriate unit officer for continuing funding beyond the grant period (if appropriate). |
|  | I have provided all requested information on the cover form page. |
|  | I have discussed the proposed purchase, use, or development of any instructional technology with DoIT’s Instructional Technology staff. |
|  | The budget request for this seed award project is less than $3500. |
|  | The proposal narrative for this seed award is no more than 3 pages including budget justification. |
|  | The proposal narrative gives a clear description of the project. |
|  | The proposal narrative explains the potential impact of this project on student success/participation. |
|  | The proposal narrative describes the measures that will be used to assess impact of the project. |
|  | The proposal narrative provides information on other research pertinent to this project. |
|  | The proposal narrative discusses the feasibility of this project. |
|  | The proposal narrative describes how the impact of this project on student learning will be assessed. |
|  | The proposal narrative includes a dissemination plan for sharing the results of this project with the broader UMBC community. |
|  | I understand that, if awarded, the grant funding will be available for use for a period of twenty-four months after the start date with no extensions permitted. |

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Proposal Checklist - Implementation and Research Award

**2015-16**

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| Project Title:  |
| Name of Lead Investigator: | Department: | Date: |

Please review the following list of elements and procedures required as part of the UMBC Fund for Innovation Competition and check that you have included them in your proposal and that it is complete.

|  |  |
| --- | --- |
|  | I have obtained the approval and signature of my department chair or supervisor on the cover form. |
|  | I have included a statement of plans from my Dean or other appropriate unit officer for continuing funding beyond the grant period (if appropriate). |
|  | I have provided all requested information on the cover form page. |
|  | I have discussed the proposed purchase, use, or development of any instructional technology with DoIT’s Instructional Technology staff. |
|  | The project budget request for this implementation and research project is at least $3500, but no more than $25,000. |
|  | The proposal narrative for this implementation and research award is no more than 8 pages including a budget justification.  |
|  | I have included a separate, detailed budget. |
|  | The proposal narrative gives a clear description of the project. |
|  | The proposal narrative explains the potential impact of this project on student success/participation. |
|  | The proposal narrative describes the measures that will be used to assess impact of the project. |
|  | The proposal narrative provides information on other research pertinent to this project. |
|  | The proposal narrative discusses the feasibility of this project. |
|  | The proposal narrative describes how the impact of this project on student learning will be assessed. |
|  | The proposal narrative includes a dissemination plan for sharing the results of this project with the broader UMBC community. |
|  | I understand that, if awarded, the grant funding will be available for use for a period of twenty-four months after the start date with no extensions permitted. |
|  | If appointed as a UMBC Innovation Fellow, I am willing to serve, if nominated, on the selection panel for the next round of awards. |

Hrabowski Fund for Innovation Competition

Proposal Checklist - Adaptation Award

**2015-16**

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| Project Title:  |
| Name of Lead Investigator: | Department: | Date: |

Please review the following list of elements and procedures required as part of the UMBC Fund for Innovation Competition and check that you have included them in your proposal and that it is complete.

|  |  |
| --- | --- |
|  | I have obtained the approval and signature of my department chair or supervisor on the cover form. |
|  | I have included a statement of plans from my Dean or other appropriate unit officer for continuing funding beyond the grant period (if appropriate). |
|  | I have provided all requested information on the cover form page. |
|  | I have discussed the proposed purchase, use, or development of any instructional technology with DoIT’s Instructional Technology staff. |
|  | The project budget request for this adaptation project is no more than $10,000. |
|  | The proposal narrative for this implementation and research award is no more than 8 pages including a budget justification.  |
|  | I have included a separate, detailed budget. |
|  | The proposal narrative gives a clear description of the project. |
|  | The proposal narrative explains the potential impact of this project on student success/participation. |
|  | The proposal narrative describes the measures that will be used to assess impact of the project. |
|  | The proposal narrative provides information on other research pertinent to this project. |
|  | The proposal narrative discusses the feasibility of this project. |
|  | The proposal narrative describes how the impact of this project on student learning will be assessed. |
|  | The proposal narrative includes a dissemination plan for sharing the results of this project with the broader UMBC community. |
|  | I understand that, if awarded, the grant funding will be available for use for a period of twenty-four months after the start date with no extensions permitted. |

**2015-16**

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 Cover Page Form

|  |
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| Project Title: |
| Name of Lead Investigator: | Department:  | Date:  |
| Start Date:  | Total Budget Request:  |

|  |  |  |
| --- | --- | --- |
| Names of Co-Investigators | Signature | Date |
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| --- | --- | --- |
| Name of Department Chair(s) or Supervisor(s) | Signature | Date |
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| Abstract or Summary of Project: (include project goals, brief plan, and proposed assessment method in 250 words or less): |

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| **Hrabowski Fund for Innovation Competition** |
| **Budget Template** |
| PERSONNEL (time x rate) | Year 1 | Year 2 | Total |
| Faculty Stipends |  |  |  |
| Post-Doc Stipends |  |  |  |
| Graduate Student Stipends |  |  |  |
| Undergraduate Student Stipends |  |  |  |
| Staff Stipends |  |  |  |
| Total - Personnel |  |  |  |
|  |  |  |  |
| PERMANENT EQUIPMENT  |  |  |  |
| Item 1 (Name items and add rows as needed) |  |  |  |
| Total - Equipment |  |  |  |
|  |  |  |  |
| TRAVEL |  |  |  |
| Trip 1 (List purposes/destinations and add rows as needed) |  |  |  |
| Total - Travel |  |  |  |
|  |  |  |  |
| PARTICIPANT SUPPORT |  |  |  |
| Stipends |  |  |  |
| Travel |  |  |  |
| Subsistence |  |  |  |
| Other |  |  |  |
| Total - Participant Support |  |  |  |
|  |  |  |  |
| OTHER COSTS |  |  |  |
| Materials and supplies |  |  |  |
| Publication costs |  |  |  |
| Consultant services |  |  |  |
| Computer services |  |  |  |
| Facility costs |  |  |  |
| Total - Other costs |  |  |  |
|  |  |  |  |
| TOTAL BUDGET |  |  |  |