# Ignite Grants for Faculty Innovation in Teaching and Learning

## Name

(paste information here)

## Department

(paste information here)

## Email

(paste information here)

## Tract

Please circle one: Faculty Innovation, Instructional Technology, Other

## Project Title and Brief Abstract (no more than 100 words)

## Project Description (no more than 2000 words; approximately 4 pages):

Items to include in your project description:

* Context/Background
* Description of project idea
* Project goals
* Key people involved, including needed campus resources (e.g., IS support, use of communal space)
* What does success look like for this project? Desired outcomes and impact
* How will you assess the impact of your project? How many students do you expect to reach? Consider getting an assessment consult from Institutional Research.
* Proposed Timeline for completion (projects are limited to two years from grant award)

The following evaluation criteria will be used by reviewers to assess your proposal. You don’t have to directly address these questions, but please keep these criteria in mind as you write your project description.

1. Strategic Fit: How does the project tie to UP’s Vision 2020 strategic plan?
2. Fresh Approach: How does this project provide an experimental contribution or a fresh approach to UP’s teaching and learning future?
3. Assessment: How is success defined in the project and what methods will be used to evaluate progress in the project and impact on students? What can the University learn from this project?
4. Impact: What are the expected outcomes and impact as they pertain to the goals of the grant program (transform student learning; advance pedagogy; foster innovation in coursework, discipline, or school)?
5. Dissemination: Are plans clearly outlined for dissemination of learning, internally and/or externally?
6. Budget and Sustainability: Does the budget clearly tie to the activities outlined? If the project extends beyond the grant timeline are there specific ideas for follow-on funding?

## Next Steps

Please explain what you would like to see happen after completion of the grant (e.g., external funding, publishing, scale project to other areas of campus, etc.) How will you share best practices and lessons learned with others on campus and externally? In the event you don’t receive funding, how will you carry your idea forward?

## Budget

**Approved budget items may include:** faculty stipend, student research or worker, equipment and supplies, travel and conference fees, publishing fees, testing and evaluation.

**Budget Considerations:**Stipend: Since these funds are in the form of a stipend all items purchased and used for the project will be property of the faculty lead. If funds are provided through the use of a University PCard they follow the same restrictions as other university funds. Please include the parameters for your stipend (e.g., summer stipend, academic year). **Please include fringe cost (10%) associated with stipend amounts.**

**Technology Purchasing:**

* All equipment is property of the University of Portland.
* All software will be licensed to the University of Portland.
* All equipment/software purchased for the project will not be eligible for a technology refresh.
* The equipment/software will be checked out to the faculty lead for as long as they are employed by the University. In the event the faculty lead is no longer with the University that equipment will be returned to Academic Technology Services & Innovation for future deployments.

**Student Employment:** If you are hiring a student researcher or student worker to participate on your project, please include a description of the work they will be doing. This will be submitted to HR to determine the conditions of employment and subsequent pay rate. Fringe costs will be added.

**Contract employee:** If you are hiring a contractor to participate in your project, please include a description of the work they will be doing, plan for how you will manage their work, the number of hours they will work and charge rate.

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| Budget | Description |
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# Approval

Associate Dean or Department Chair signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does this proposal fit with the strategic priorities within the department and School?

**Submit finished application to:** [**ignite@up.edu**](mailto:ignite@up.edu)