# Ignite Grants for Faculty Innovation in Teaching and Learning

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

## Name

(paste information here)

## Department

(paste information here)

## Email

(paste information here)

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

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

Items to include:

* Context/Background
* Description of Innovative Idea
* Project Goals
* Key People Involved, including needed campus resources (e.g., IS support, use of communal space)
* Expected Outcomes and Impact
* How will you assess the impact of your project? How many students do you hope to reach?
* Proposed Timeline for completion (projects are limited to two years from grant award)

## Next Steps

What would you 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? Think creatively!

## 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)

### 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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