

REQUEST FOR PROPOSALS

Faculty Instructional Technology Initiative - 2012

I. Introduction

The goal of the Faculty Instructional Technology Initiative is to promote the creative development of more effective teaching strategies; to encourage diversification of teaching and learning styles; and to support faculty in their efforts to better prepare students for future learning and practice. The Initiative also provides an avenue to determine areas of faculty need unsupported by the current system.

II. Process and Timeline for Review of Proposals

- February 10, 2012: Request for proposals distributed
- **March 19, 2012:** Deadline for submitting completed proposals to CTLTR
- March 20 - 31, 2012: Faculty committee reviews proposals
- April 9, 2012: Faculty committee recommendations to Arts, Sciences and Engineering Deans
- End of April 2012: Awards announced
- Summer or Fall 2012, Spring 2013: Project implementation

III. Eligibility

- Proposals will be accepted from all faculty, graduate-student instructors, or staff in Arts, Sciences and Engineering. Faculty/Instructors are encouraged to submit joint proposals in support of cross-disciplinary projects. Undergraduate students may submit a proposal in collaboration with a faculty member.
- These grants are intended for course and faculty development or exploration of technology use in teaching and learning. If you need hardware or software for the project, please indicate your needs in the grant proposal. We will guide you in developing strategies for acquiring new hardware and software that may not be within the scope of this grant program.
- Educational Technology Center staff, other University IT staff and members of the CTLTR welcome discussions of ideas at an early stage. Please send CTLTR-RFP@ur.rochester.edu a brief description of the kinds of things you want to discuss and we will contact you to arrange for a meeting with people who have the appropriate expertise to help flesh out your ideas.

IV. Projects and Resources

The Initiative is intended to enhance teaching with technology and faculty development in the area of educational technology use. Faculty may use Initiative funding in a number of ways that may include one or more of the following:

- To work with a mentor to acquire/enhance teaching technology skills.
- To hire a student to work on an instructional technology project.
- To support or initiate a workshop or seminar series (including invitations to outside speakers).
- To participate in off-site conferences at which instructional technology possibilities are explored.
- To incorporate a new technology-based technique in a course.
- To expand the usefulness and utility of an idea/project you may have piloted previously.

Note that discipline-specific conferences (e.g., American Association of Physics Teachers) often have sessions that would justify support under the rules of this program.

This year we are aiming to award grants between \$500 and \$3,000 each. A total of \$10,000 will be granted. For a summary of projects previously supported by Initiative grants, please see list at the following link:

http://www.rochester.edu/College/ctltr/EdTech_Initiative/summary.html

For planning purposes, assume that a student employee earns \$12.00/hour.

V. Evaluation Criteria

The criteria for the evaluation of the Educational Technology Initiative proposals are listed below. These criteria reflect the belief that information technology can serve as a tool in teaching and learning processes.

Reviewers will evaluate the potential of the project to:

- Enhance instruction, e.g., focus on a “target” concept within a discipline.
- Build faculty expertise and/or contribute to curriculum development and support services.
- Serve as a model that can be generalized to other courses or disciplines.

For proposals that involve creating collections or building new simulations, please include any investigation into similar work that might exist and how they are different from what you are proposing. For example, does the collection that you are looking to create already exist and can you contribute to it instead, or do the materials that you are proposing to build already exist in another repository (i.e. Merlot – <http://www.merlot.org>). **Please also note that if you are planning to gather materials from the web and store/manipulate them locally for your new purpose, you must have appropriate rights to use the material in the way you are using it. This does not apply to any material you link to but do not store. See: <http://www.library.rochester.edu/copyright>

VI. Project Reporting

Initiative grant recipients must submit brief implementation reports upon completion of the projects or by July 1, 2013. Where applicable, this report should include faculty evaluation of the end product and the development process. If appropriate, student reaction to the new technology should also be solicited and

summarized for the report. Additionally, participating faculty are expected to share their experience through on-campus seminar forums.

VII. Proposal Format for Faculty Instructional Technology Initiative

Please include the following information in your proposal.

- a. General Information.** Please provide a cover page which includes the following:
 - Project Title
 - Name and contact information for lead faculty member
 - Name and contact information for other team faculty members
 - Name and contact information of department chair
 - Abstract which provides a brief description of proposal and approach

- b. Description of the project.**
 - Instructional problem and proposed solution.
 - Investigation into similar works (citing references) with information on how your proposal differs from existing work
 - Address any copyright issues that may exist with materials you are using
 - Desired student goals and outcomes.
 - Potential impact on quality of learning.
 - Integration into the curriculum.
 - Evaluation approach: what will be measured, how and when.
 - Potential usefulness of this project to other groups.

- c. Project Impact**
 - Name and number of course(s) involved in project
 - Purpose and goal of course(s)
 - Average number of students enrolled per year (if new course, anticipated enrollment)
 - Number of sections per semester and per year
 - Role of the course in the undergraduate curriculum, i.e. core vs. elective

- d. Plan for support and integration by the department.**
 - Approximate timeline for project implementation.
 - Project support and potential expansion.
 - How the project will help meet the department's goals over a 3-year period.

- e. Resources/Budget.**
 - List required resources and priority order for activities.

- f. Department Support Letter**
 - Please have your Chair send an email letter to Ctltr-rfp@ur.rochester.edu indicating his/her endorsement of the project and how it fits in with the department's long-term goals. Proposals will not be considered without this component.

For assistance in preparing your proposal, please send e-mail to CTLTR-RFP@ur.rochester.edu and a consultant will contact you.

Proposals should be in a Word, Excel and/or PDF documents and be e-mailed to: CTLTR-RFP@ur.rochester.edu