

Request for Proposals

Heidelberg University

FACULTY INNOVATION GRANT

The Faculty Innovation Grant is awarded to full-time faculty to support innovative projects and teaching techniques (including technology). The purpose of the Faculty Innovation Grant is to enable faculty to design, adopt, and/or implement new tools, resources, or techniques to enhance instruction (virtual or in person) and improve student learning.

Faculty may apply individually, in groups, or as a department to support their projects. Interdisciplinary teams are encouraged but not required. A statement of financial responsibility must be signed by all grant recipients. All grantees must host a faculty development session/workshop within one year of the project's completion. Recipients are also required to write a one-page summary of their project with a thank-you note to the program's benefactor.

To apply for a Faculty Innovation grant, submit a proposal (maximum of 3 double-spaced pages) that must contain the following sections:

- (1) a title;
- (2) project team with impacted program(s).
- (3) a description of the project;
- (4) the rationale/background of the project;
- (5) the scope of the project;
- (6) the expected outcomes of the project, including how those outcomes will be assessed;
- (7) project timeline and implementation strategy;
- (8) an itemized budget worksheet (Appendix A; does not count towards the overall page limit).

Faculty Innovation Grants are competitive and the quality of the written proposal will be a factor in the final decision. Proposed grant budgets should not exceed \$5,000 unless multiple programs are collaborating on a single project. Final award amounts will be determined based on the projected impact/scope of the project and the availability of funds.

Proposals will be evaluated on a rolling basis and will be reviewed by the following:

Courtney DeMayo Pugno, VPAA and Provost;

Nathaniel Beres, Dean of Academic Strategic Operations;

Morgan Harrigan, Executive Director of the Owen Center for Teaching and Learning;

One past recipient to be selected by the VPAA and Provost

To be eligible for funding submitted proposals must earn at least 65 points on the attached rubric and earn a "Meet" designation in all listed categories from all reviewers. Proposals must be submitted as a PDF attachment to academicaffairs@heidelberg.edu. Proposals will be accepted on a rolling basis but must be submitted at least 3 months in advance of the proposed project start date to ensure sufficient planning time and so that funds can be encumbered.

APPENDIX A: BUDGET WORKSHEET

Instructions: Be as specific as possible in your description. Your budget must be itemized.

- Your budget may include:
 - Support for students assisting on the project;
 - Summer stipends for teaching faculty; or adjunct/overload expenses
 - Materials and supplies not normally covered by departmental budgets;
 - Travel and registration for specific teaching-related workshops, seminars, and conferences;
 - Consultant fees and other costs for campus visits or video conference with curriculum, pedagogy, or subject-matter experts

Item	Description and Justification	Amount
TOTALS		

APPENDIX B: PROPOSAL SCORING RUBRIC

Weight	Category	Exceeds		Meets		Does Not Meet
30%	Recruitment & Retention	Project will have a significant impact on recruitment and retention of students and faculty (30)		Project will have a small impact on the recruitment and retention of students and faculty (15)		Project will not have an impact on the recruitment and retention of students and faculty (0)
20%	Impact	Project impacts students in multiple sections, multiple courses, and multiple disciplines (20)	Project impacts students in multiple sections and multiple courses. (15)	Project impacts students in multiple sections of a single course. (10)	Project impacts students in one section of one course. (5)	Project impacts only a small focus group of students. (0)
20%	Pedagogical Focus	Project addresses how the proposal will improve student learning and professional preparation. (20)		Project addresses how the proposal will improve student learning or professional preparation (10)		Project does not address or is unclear about how the activity will improve student learning or professional preparation (0)
10%	Innovative Approach	New tools or techniques will be used in an innovative way (10)	Existing tools or techniques will be used in an innovative way (7.5)	A combo of new & existing tools or techniques will be used in a standard way (5)	No new tools or techniques used & minimal innovation involved (2.5)	No new tools or techniques; no innovation involved (0)
10%	Assessment	Project includes a clearly stated plan for assessing impact on student learning (10)	Project includes an assessment plan that needs minor clarification. (7.5)	Project includes an assessment plan that needs significant clarification. (5)	Project minimally mentions an assessment plan, but no outcomes or methods are included. (2.5)	Project does not include any assessment plan. (0)
10%	Sustainability & Maintenance	Project does not need any additional funding after its initial launch. (10)	Project will require minimal funding from time to time. (7.5)	Project may require moderate funding on a regular basis so that project can continue to function optimally. (5)	Project requires significant funding due to disposable components that must be replenished by the department on a regular basis. (2.5)	Project requires significant funding on a regular basis (i.e., monthly or yearly fees). (0)

