**2022-23 CFE/Lenovo Instructional Innovation Grants**

**Letter of Intent/Final Submission Form**

**Tier 2 – greater than $20,000**

**Instructions:** All fields are required. Save this application form to your personal workspace. When you have completed it and are ready to submit, include your last name in the name of the final document (e.g., CFE Lenovo Application - Smith.doc) and upload it using the Qualtrics form by 5:00 PM on April 18, 2022.

After submitting your letter of intent, a meeting with CFE representatives will be scheduled to discuss the proposal. The meeting will either:

1. Identify this as a project that should continue at the Tier 2 level and offer feedback for improving the submission, to be resubmitted by April 18, 2022, OR
2. Determine that this proposal might be more appropriate to revised to a Tier 1 level, to be resubmitted by Monday March 31, 2022

**Principal Investigator Name(s):**

**PI’s Academic Unit:**

**PI’s Email Address:**

**Co-Principal Investigator Name(s) (if any**):

**Collaborators:**  
Please provide the name(s), status (faculty member, staff member, research assistant), and academic unit of all project collaborators and briefly describe each team member’s anticipated roles on the project.

Feel free to reformat the table (add lines, resize columns, etc.) as necessary.

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| **Collaborator Name** | **Unit** | **Role** |
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**Descriptive title for your project:**

**Course or Experience Learning Goals:**

What course or experience will be the focus for your project? If appropriate, include a course number and title.

How often is it offered?

Briefly describe the role and importance of the course or experience in your unit’s curriculum.

Please list the primary learning goals for the course or experience.

**Personal Commitment / Interest in proposal:**  
Share a brief personal statement (maximum 300 words) of your personal interest in this project and effort available to implement this project**.** Why are *you* interested in this project, or what experiences brought you to ask the questions that inform this project?

**Proposed Innovation and the Role of Technology:**  
Describe your proposed innovation. What technologies do you plan to use and what role will they play in the innovation?

**Alignment with Learning Goals:**  
How will the proposed innovation support the stated learning objectives for the course or enhance student learning? If applicable, share how universal design principles or diversity, equity, or inclusion inform the proposal.

**Impact:**Describe the significance of the proposed project within a course or curriculum. How many students do you expect to participate each semester or academic year?) What, if any, potential exists for use in instructional settings beyond UNCCH? How might it impact the way other courses are taught?

**Implementation Plan and Feasibility:**  
What are the major milestones for the project? Provide a rough timeline of activities indicating how and when your innovation will be implemented. What will be the major activities for the project, both leading up to and during the semester the innovation is implemented?

**Technology Support**

What technical support, if any, will be needed to successfully implement the technology that you are planning to use? How much experience do you have working with the technology? Have you identified a person or organization to provide support? If so, please list that person(s) as a collaborator in your proposal in the collaborators section.

**Sustainability:**  
What, if any, aspects relate to sustainability of the project (such as future updates, ongoing costs, shelf-life)?

**Relevance**

Explain why the project matters. This may note how the project builds upon existing endeavors, or contributes to new, generalizable, knowledge or technologies related to teaching and learning.

**Review of Similar Projects:**  
Conduct an informal search for projects like the one you are proposing and share any citations or links that you find particularly helpful.

For Tier 2 *Final Submission* you **are** expected to conduct a formal literature review. For the Tier 2 *Letter of Intent* we are simply asking you to make a good-faith effort to see how the work of others might inform your own proposal.

**Budget:**  
Funds can be requested to cover the direct costs of any product or service integral to the success of the proposed innovation (e.g., technology, faculty stipends, staff, student salary support). Please list the total amount requested and an estimate for each item. For each line item, please provide a brief rationale.

**Note:** For projects that require the purchase of commodity hardware (e.g., computers, tablets), you are not required to purchase Lenovo products. However, you may be asked to consider comparable Lenovo product offers because of our ability to work with them directly.

Feel free to reformat the table (add lines, resize columns, etc.) as necessary.

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| **Item** | **Estimated cost** | **Brief rationale** |
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| **Total** |  |  |

**Dean/Department Chair/Director signoff**

By your signature below, and that of your dean, department chair, or director, you each certify that this proposal is consistent with the goals of your unit and the professional goals of participating faculty members, staff, and graduate students.

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Grant applicant (primary contact)

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Department Chair or Dean