**2023-24 CFE/Lenovo Instructional Innovation Grants**

**Application Form**

**Seed Funding for Team-based Instructional Project, up to $50,000**

**Instructions:** All fields are required. Save this application form to your personal work space. 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 Monday, February 13, 2023.

A strong application for seed funding will include:

* An interdisciplinary focus.
* A clear description of how students will benefit from the project.
* A demonstrated ability by the PI to organize and work with faculty.
* A clear purpose for pursuing the stated instructional innovation including a description of final outcomes and assessment of outcomes.
* An intentional strategy for addressing equitable and inclusive teaching with students when implementing the instructional innovation.

**Principal Investigator Name(s):**

**PI’s Academic Unit:**

**PI’s Email Address:**

**Co-Principal Investigator Name(s) (required if PI is a staff member**):

**Collaborators and Faculty Team members:**  
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. Please clearly indicate which Faculty are to be part of the team. If a Faculty PI or Co-PI is to be part of the team please include them in this list.

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:**

Identify a set of courses or experiences that will be the focus for your project? What are features of courses that make them a good fit for inclusion on this team?

If known, how often are the courses offered?

Briefly describe the role and importance of the courses to the curriculum within which they are situated. For instance, the importance of the courses to the general curriculum for undergraduate education, or the role of the courses within a discipline or academic program.

Please list the primary learning goals for the faculty taking part in team-based project. Please also list the learning goals germane to this proposal for students taking part in the courses.

**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 Instructional Innovation:**  
Describe the proposed instructional innovation that will be adopted by the faculty. What new instructional approach will you be using and what changes in teaching and/or learning do you hope to see as a result?

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

**Technology Role, Support and Sustainability:**

Explain the importance and role of any technology chosen to support project goals. What is the life cycle of any proposed technology innovation noting future updates and any ongoing costs? How much experience do you have working with the identified technology? What technical support, if any, will be needed to successfully implement the technology that you are planning to use? Have you identified a person or organization to provide support? If so, please include that person(s) as a Collaborator in your proposal in the Collaborators section above.

**Impact:**Describe the significance of the proposed project within a course or curriculum. How will students ultimately benefit from the project? 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? What will be your plan for regular meetings with the faculty, what other activities will the team engage in (if applicable), and how frequently will the team meet throughout the year?

**Sustainability:**  
What, if any, aspects relate to sustainability of the project (such as future updates, ongoing costs, shelf-life)? If this project has successful outcomes, then what resources will be needed for faculty to continue in future years, or to incorporate more faculty in future years?

**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.

**Equity:**

Describe how the proposed instructional innovation takes into account equity in learning for students or addresses a current equity shortfall.

**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 1 you **are not** expected to conduct a formal literature review. 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