INSTRUCTIONAL INNOVATION PROGRAM
Office of the Provost and Office of the Vice President for Information Technology
FY 2015-16

Program Description
The Office of the Provost and the Vice President for Information Technology have partnered to sponsor a new campus-wide grant program to invest in instruction, instructional equipment, and/or technology that promote innovations including creative pedagogies, active learning, and other new and emerging approaches to teaching. Proposals can span the broad spectrum of innovative teaching and learning, and might include, but are not limited to, projects that:

- focus on the exploration of truly new ideas and concepts;
- address the creative assessment and implementation of instructional equipment, technologies or pedagogies currently emerging in the marketplace;
- involve active learning in new learning spaces on campus;
- promote digital/online education;
- efforts that lead to widespread adoption of an existing proven technology, or
- demonstrate the potential for using technology or equipment to enhance the learning experience of students.

These grants will fund equipment and related technology costs needed to advance the goals outlined in the grant proposal. Costs associated with needed training are an appropriate expense for the project. Project costs can include summer salary support for AY faculty and staff, graduate student support, and undergraduate wages. Other faculty and staff salary costs will not be provided from the grants.

Where applicable, proposals based on instructional technology should demonstrate the involvement of unit IT staff in the development and implementation of the proposed strategy. This will be a key factor in evaluating proposals that are technology based. Because of the anticipated innovative nature of these proposals, the project may require expanding the expertise of unit IT staff through training. This training would be an appropriate expense for the project.

The project may lead to new products, processes or radical enhancements to current products or processes. It is expected that the unit will continue to support the product or other successful program outcomes after the project is complete. This may be accomplished through product licensing or by absorbing any ongoing operating costs into the unit budget. A statement outlining the anticipated approach should be included in the proposal. A proposal template is provided in Appendix A.

Project duration may be up to two years to allow sufficient time to develop and implement the proposal idea and assess the project outcomes. Each grant recipient will be asked to present their results at a campus-wide forum with the goal of extending successful strategies to other campus units. Costs associated with hosting the forums will be covered centrally. A final report will be required that includes a description of the instructional innovation, project outcomes, an assessment of student learning, and the applicability of the strategy to other disciplines.

Financial Resources
The Program will have an initial budget of $500,000 with grant awards in amounts up to $100,000 each. Unit support, either with funding or with in-kind contributions will be considered favorably in the proposal review. An itemized budget using the provided template (see Appendix B) should be included with the proposal. Grants will be effective for up to two years from the proposed start date. Unexpended balances at the end of grant period will be returned to the central Instructional Innovation Program. Based on campus interest and response to this initial solicitation and a positive assessment that the program goals are being met, the program will continue with an annual award process.
Program Timeline
The anticipated schedule for program announcement, proposal solicitation, proposal submission, and seminar presentations is as follows:

- Initial Program Announcement: June 1, 2015
- Annual Proposal Solicitation: August 15
- Annual Proposal Due Date: October 1
- Annual Award Announcements: November 1
- Award Start Dates (as proposed): November 1–March 1

Review and Approval Process
Proposals for Instructional Innovation Grants should include:

a. description of the project and the innovation it seeks to bring to Purdue
b. project period
c. stated outcomes
d. anticipated benefits to students, faculty, staff, and or/campus
e. anticipated transferability to other courses and/or units
f. proposed timeline for development, implementation and assessment
g. plans for assessment and evaluation
h. plans for ongoing support and institutionalization
i. itemized budget using the provided template (see Appendix B); financial or in-kind unit support should be included; IT staff time can be reported as in-kind

*Proposals should not exceed five pages plus a budget page (see templates in Appendix A and B)*

Proposals will be evaluated on the following criteria:

a. innovation in instruction
b. use and retooling of unit IT staff
c. student involvement
d. measures and analytics to determine and assess outcomes
e. feasibility and timeline
f. sustainability

For programmatic questions, please contact Frank Dooley, Vice Provost for Teaching and Learning or Julie Kercher-Updike, Associate Vice President for Teaching and Learning Technology. For questions on proposal budget and submission, please contact Connie Lapinskas, Assistant Provost for Finance and Administration.

*Proposals should be endorsed by your department head and dean and submitted online to instructional.innovation@purdue.edu. Proposals are due October 1.*
Appendix A

Instructional Innovation Proposal Template

1. **Cover Sheet**
   a. Project Title
   b. Project Abstract (50 words or less)
   c. Project Duration (proposed start and ending dates)
   d. Amount of total request
   e. PI/co-PI Information (up to 3 co-PIs)
      i. Name
      ii. Campus address
      iii. Email
      iv. Campus phone
   f. Signatures of PI and co-PI
   g. Endorsement of Department or Unit Head and Dean, Vice Provost or Vice President

2. **Project Summary** (not more than one page in length)
   The Project Summary consists of a project overview, a statement on the innovation it seeks to bring to Purdue, and a statement on the broader potential effects of the proposed activity.
   - The project overview describes what would result if the proposal were funded, identifies project objectives, and summarizes the methods/approach to be employed.
   - The statement on innovation should describe the potential of the proposed activity to advance teaching and learning.
   - The statement on broader potential effects should describe the potential of the proposed activity to benefit units beyond the applicant (at Purdue or for education in general).

3. **Project Description** (no more than 3 pages)
   The Project Description should provide a clear statement of the work to be undertaken and must include:
   - objectives of the proposed work and their expected significance,
   - its relationship to the present state of knowledge/application in the field,
   - the anticipated benefits to students, faculty, and/or staff,
   - the anticipated transferability to other courses and/or units,
   - a proposed timeline for development, implementation, and assessment,
   - plans for ongoing support and institutionalization, and
   - the relationship to other similar work in progress by the PI under other support.
   The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of the methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

4. **Budget** (see Appendix B for Budget Template)
   a. Salary and Wages
      i. Faculty
      ii. Staff
      iii. Unit IT Staff
      iv. Graduate students
      v. Undergraduate students
   b. Fringe benefits
   c. Equipment
   d. Training
   e. Travel
   f. Supplies & Expenses
Please itemize and explain all budget items

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<th>Category</th>
<th>2015-16</th>
<th>2016-17</th>
<th>Total</th>
<th>Explanations</th>
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<td>Student Wages</td>
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| Supplies & Expenses                   |         |         |       |              |
| Equipment                              |         |         |       |              |
| Software                               |         |         |       |              |
| Training                               |         |         |       |              |
| Other (Specify)                        |         |         |       |              |
| **Total Supplies & Expenses**          |         |         |       |              |

| Total Request                          |         |         |       |              |

<p>| COST SHARE (optional)                  |         |         |       |              |</p>
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