INSTRUCTIONAL INNOVATION PROGRAM
Office of the Provost and Office of the Vice President for Information Technology

FY 2017-18

Program Description
The Office of the Provost and the Vice President for Information Technology will continue to sponsor the 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. Funding will not support equipment replacement, online course redesign or remodeling of space.

Where applicable, proposals based on instructional technology should demonstrate the involvement of unit and central 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.

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. Semi-annual progress reports, as well as, 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 a budget of $500,000 for FY 2017-18 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. 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 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Round 1 Proposal Due Date</td>
<td>November 1, 2017</td>
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<tr>
<td>Round 2 Selections</td>
<td>November 10, 2017</td>
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<tr>
<td>Round 2 Presentations</td>
<td>November 20-21, 2017</td>
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<tr>
<td>Award Announcements</td>
<td>December 1, 2017</td>
</tr>
<tr>
<td>Start Dates (as proposed)</td>
<td>December 1, 2017 – March 1, 2018</td>
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Proposal Preparation and Submission – Round 1

1. **Cover Sheet** (1 page)
   a. Project Title
   b. Project Abstract (50 words or less)
   c. Project Duration (proposed start and ending dates)
   d. Amount of total request (Show cost sharing separately)
   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 each PI’s Department Head and Dean

2. **Project Summary** (not more than 1 page)
   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.
   a. The project overview describes what would result if the proposal were funded, identifies project objectives, and summarizes the methods/approach to be employed.
   b. The statement on innovation should describe the potential of the proposed activity to advance teaching and learning.
   c. 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:
   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

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 and Budget Justification** (1 page) - Round 2 Only.
(See Appendix A for Template)

Project budgets are not required for **Round 1** proposals. Budgets will only be required for proposals selected for **Round 2** presentations.

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.

Cost share funds should be identified on Appendix A. Financial or in-kind unit support should be included; IT staff time can be reported as in-kind.

Proposed budgets cannot exceed $100,000 over the grant period.

Project budgets (for Round 2 only) need to be prepared with the assistance of the unit’s Pre-Award Center.

**Review Process**

**Round 1:** The proposal review process will include an initial **Round 1** evaluation based 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

**Round 2:** Applicants whose proposals are selected to advance to **Round 2** and will be required to present the proposed project to a review team. Final selection of awards will follow the **Round 2** presentations.

**Oral presentations will be held on November 20 and 21, 2017.** Up to 10 teams will be asked to make a 10 minute oral presentation to an evaluation panel. The panel will then ask questions for up to 10 minutes. The presentation should address the following questions:

- a. What are the innovative aspects of the idea for teaching and learning?
  - o What do you want to do?
  - o Why do you want to do it?
  - o How do you plan to do it?
  - o How will you know if you were successful?
  - o What benefits could accrue if the project is successful.
- b. What is the timeline for development and implementation?
- c. What are the plans for ongoing support and institutionalization?

A budget should be submitted for projects selected for **Round 2** presentations. See Appendix A for the required Budget Template.

**Questions**

For programmatic questions, please contact Jenna Rickus (rickus@purdue.edu), Associate Vice Provost for Teaching and Learning or Donna Cumberland (donnac@purdue.edu), Executive Director, Academic Computing. For questions on proposal budget and submission, please contact Connie Lapinskas (clapinsk@purdue.edu), 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 November 1.
### INSTRUCTIONAL INNOVATION PROGRAM

#### Budget Request

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Justifications</th>
</tr>
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<td>(Please itemize and explain all budget items)</td>
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<tr>
<td>Faculty - Summer Support</td>
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<tr>
<td>A/P - Summer Support</td>
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<td>Graduate Staff</td>
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<tr>
<td>Student Wages</td>
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<td>Other (Specify)</td>
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<tr>
<td>Fringe Benefits</td>
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### COST SHARE (optional)

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