

Center for Teaching and Learning
Committee on Teaching

Instructional Improvement Grants¹

Instructional Improvement Grants (IIG) provide funds (up to \$3,000) for one-time, small-scale projects to improve existing courses, develop new courses, evaluate instruction, and assess curricular needs. The grant funds also support conference travel related to teaching and learning, as well as larger innovative projects that will directly and significantly affect teaching and learning, such as developing materials for new and existing courses and developing new modes of instruction.

The intent of the Instructional Improvement Grants is to encourage innovation; therefore, the program does not provide repeat support for projects. The Center for Teaching and Learning (CTL), along with the Committee on Teaching (COT), strongly encourages departments to provide such continuing support for successful projects.

The IIG program especially welcomes multi-disciplinary or team-taught projects; projects that involve large lecture classes, particularly at the lower division level; and classes that have multiple sections and/or are heavily subscribed.

In addition, the IIG program encourages projects that promote active learning and engagement, encourage study groups, promote service learning and civic engagement, focus on speaking or writing skills, enhance diversity, or seek to improve classroom assessment.

EXAMPLES OF TYPES OF PROJECTS THAT CAN BE FUNDED

Course Development:

- prepare reader, course, or lab teaching materials, especially for courses recently approved by the Committee on Courses that need support for full development.

Classroom Assessment to Program-level Assessment:

- develop assessment materials (i.e., rubric, rating sheets, used for program-level to course-level application – examining student achievement of program-level goals within and across courses in a program)

Active Learning/Student Engagement:

- prepare new exercises or course modules that promote students' deeper engagement.

Diversity/Inclusivity:

- expand or revise course material with the specific intent of including diverse viewpoints and authors.

Technology:

- develop interactive web-based learning activities; prepare and digitize slides, update video clips; develop "virtual" field trips.

Other:

- develop or enhance team-taught or interdisciplinary courses.
- develop new or redesign existing course materials.

¹ Revised as of 7/21/16

- provide a modest honorarium for an off-campus speaker (no more than \$200 per speaker).
- partially support conference travel related to teaching, learning and classroom assessment (up to \$500).

TYPES OF PROJECTS THAT CANNOT BE FUNDED

The IIG program wishes to fund projects that will have an impact on a course over time, not just on a single semester's offering. *Exceptions include honoraria that are possible only during that single semester demonstrating potential to significantly impact student learning outcomes.

The grant program will *not*

- fund summer courses (projects that will occur over the summer to support a *fall/spring* course are fine).
- fund development activities for courses not yet approved by the Committee on Courses.
- pay salaries or stipends to faculty members, lecturers, or GSIs, pay for faculty summer salaries, or pay salaries of career or casual staff members (non-student titles).
- purchase, replace, or repair equipment (e.g., computers, digital cameras, clickers, lab equipment).
- pay for small portable items such as flash drives or blank CDs and DVDs.
- purchase or update standard software or software packages.
- pay to develop materials that are likely to result in the publication of a book, DVD, etc. that could yield income or royalties.
- pay to duplicate and distribute materials to students; purchase books or the equivalent for students.
- fund activities for DeCal courses.
- fund creation or updating of standard webpages for courses.
- fund the updating of general course materials (an activity that would fall within the regular responsibilities of all faculty members).
- purchase books/ videos/ dvds/ audio material.
- pay individual fees for students to have access to assessment instruments.
- pay for honoraria in excess of \$200 per speaker (regardless of the number of classes he or she speaks to) for a total of \$400 per faculty member per academic year. All requests for honoraria must include the speaker's name and special expertise; honoraria are not available to full-time University of California employees; per diem, publicity, and travel costs are not supported.
- reimburse for expenditures made prior to the grant being awarded. *Note: grants are awarded late August through early May. Be sure to plan ahead and submit proposals before the May deadline to allow adequate time to prepare and make purchases for fall courses.
- partially fund a field trip. *Many field trips can be funded through a course material fee, and would be included in a student's financial aid package. See <http://budget.berkeley.edu/policies/index.html> and the document "[Berkeley Campus Course Materials Fee Policy, revised 10/18/05](#)" for details. Course Material Fee requests are reviewed annually in January for implementation during the following academic year.

WHO CAN & HOW TO APPLY

All UC Berkeley teaching faculty, including lecturers, are eligible to apply. An applicant may be awarded no more than \$3,000 in an academic year, regardless of whether the total is accounted for in a single, or multiple, funded project/s.

To apply, send an electronic version (Word or PDF) of the application as an attachment to teaching@berkeley.edu. [**Please note "Instructional Improvement Grant" in subject heading**]

Information and assistance in planning and developing a grant proposal are available from staff in the Center for Teaching and Learning. If you are interested in a preliminary reading of your application or help in developing your proposal, contact teaching@berkeley.edu, with "Instructional Improvement Grant Help" listed in the subject line.

SUPPORTING DOCUMENTATION

In addition to a completed "Proposed Budget," applications over \$1,000 *must* include a **letter of support** from the applicant's department chair or school/college dean.

DEADLINES AND NOTIFICATION OF AWARDS

Applications are accepted throughout the academic year and are reviewed and acted upon as they are submitted. Half of the annual budget is allocated for fall semester awards, and half for spring semester awards. Any fall semester funds not expended will carry over to spring. Early submission of a grant application helps to ensure funds will be available during the desired semester for conducting the proposed project.

TECHNICAL ASSISTANCE: If your grant proposal involves technology, or language or linguistics-related courses, please contact one or more the following offices before you submit your application.

- *Educational Technology Services* (44 Dwinelle Hall) —Contact ETS service units through the ETS website (<http://ets.berkeley.edu/>) or email (etssupport@berkeley.edu) or call 643-8637.
- *The Berkeley Language Center* (B-40 Dwinelle Hall) — Provides audio, video, and computer support for faculty and students in languages and linguistics-related courses. Contact Mark Kaiser, Berkeley Language Center (877-4002 x13; mkaiser@berkeley.edu).

IMPACT OF GRANT

Upon completion of the grant project, a 1-2 page project summary may be requested for the purpose of disseminating results and sharing guiding practices gleaned from the individual project.

Additionally, within one year of receiving a grant, all funded applicants will be sent a questionnaire in which they will be asked to describe the results and impact of their course project or conference attendance. Completion of the questionnaire is a required part of the grant award and ensures eligibility for future IIG awards.

SPECIAL CONSIDERATIONS FOR CONFERENCE TRAVEL FUNDING

Within one year of conference attendance supported by the grant, the faculty member will be expected to participate in an activity, in consultation with the Center for Teaching and Learning, which shares the relevant takeaways from the conference and brings it back to a Berkeley specific context. This activity will be determined by the topic and by which modality is most effective in disseminating the information. Examples of activities include a presentation in a workshop or a written piece that can be shared online with the Berkeley community.

Eligibility and other considerations:

- Eligibility:
 - Members of the Academic Senate are eligible to apply.
 - Non-Senate faculty (Lecturers) who have taught at least six regularly scheduled courses in the last eight semesters in residence are eligible to apply.
 - Staff, Graduate students, and individuals with Post-doctoral positions are NOT eligible to apply.

- Submissions must be at least 4 weeks prior to departure.
- Submit an electronic copy of the conference program as an attachment.
- There is no requirement that the requestor present at the conference.
- Funding is available for one conference attendance per academic year (July 1-June 30).
- Funding may be used for a particular conference one time by an individual, and not for repeat attendance.
- Reimbursement for expenditures conforms to University travel policy. Reimbursements are handled through departments and are not the responsibility of the COT or CTL.
- Itemized anticipated expenses, with documentary evidence (i.e., conference program with registration cost, hotel confirmation with cost) should be electronically attached to the application as evidence of funding amount requested.
- If funded, and the trip is not taken, funds should be returned by the department and will be reallocated.

University of California, Berkeley

INSTRUCTIONAL IMPROVEMENT GRANT PROGRAM 2015-2016

APPLICATION

Send completed application via e-mail to teaching@berkeley.edu. Please note "Instructional Improvement Grant" in the subject heading.

Deadlines: Applications received will be reviewed on a rolling basis starting at the beginning of the academic year and will continue until all funds are expended.

1. Applicant's name, title, department, and telephone number. Grant funding can only be made in the name of a faculty member (Instructor of Record). If more than one applicant, list co-applicant(s).

- **Name:**
- **Title:**
- **Department:**
- **Campus Address:**
- **Telephone Number:**
- **E-mail Address:**

2. Brief, descriptive TITLE of project:

3. Courses affected (department, number, title):

4. Number of students affected. Please identify approximate number of students affected each year:

- undergraduate students:
- graduate students:

5. Starting and ending dates for the project:

6. TOTAL AMOUNT REQUESTED: \$ _____

7. Description of the project. What is it you plan to do, how do you plan to go about it, and what is the money to be used for? The grant reviewers appreciate a succinct and clear description that can be easily understood by someone not familiar with your project. It is not necessary to provide an in-depth narrative.

7a. Note: If you plan to digitize materials, please address the following specifications:

- Describe types of materials to be digitized (e.g., slides, maps, manuscripts, photographs), number of each, and estimated cost per image.
- Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (e.g., high resolution).
- Identify copyright issues, if any, and other potential restrictions.
- Describe plans for preservation and maintenance of the digital files after digitization is complete (i.e., type and location of storage system; funding for maintenance).

8. Rationale for project. Give reasons that justify the expenditure of funds on this particular project. Point out any innovative features and why you expect this approach to be effective. Describe how you expect this activity to improve teaching and/or the curriculum.

For conference travel: provide rationale for attendance as to how the conference will, or is intended to, inform pedagogical practice that would otherwise not be equally available.

9. Expected student learning outcomes. Provide as specifically as possible the learning objectives or outcomes you expect students to achieve as a result of this grant.

10. Staffing. List and describe the specific duties and responsibilities of any personnel for whom you are requesting grant support. Provide a rationale for the *amount* of staffing time requested.

Note: funds can only be used to support GSR staff support, or undergraduate work-study staff support performing GSR-type duties.

11. Evaluation plan. How do you plan to evaluate whether your project has been successful in producing the desired results? How will changes made through the grant impact student learning? How will you know? (I.e., by receiving the grant and developing/changing X, Y will happen, and by collecting Z data I will be able to articulate its impact)

12. Departmental contribution. In what ways will your department or school contribute to this project during its development and implementation? List the financial contribution as well as in kind contribution where applicable.

13. Other Contributions. Please list any other teaching-related grants you have applied for this year or plan to apply for.

14. Previous grants. List previous grants you have received through the Center for Teaching and Learning. Indicate: a) year, b) project title, and c) amount of the award.

15. *Conference knowledge/practice sharing. Please describe how you plan to share what you have learned from the conference and with whom on campus (i.e. brown bag lunch hosted by CTL and/or your department, targeted to an audience of faculty in your department, discipline, or all faculty; short video or written piece that can be shared through an online modality which opens dialogue around the topic that is facilitated by the conference attendant). If you are unsure of how best to accomplish this, please contact the CTL (teaching@berkeley.edu) and they can help devise a sharing opportunity and an appropriate campus audience.

PROPOSED BUDGET
(Must be submitted with Application)

Instructions

Applicants are responsible for accurately providing the cost of materials as well as payroll expenses for project employees. Please remember that employee benefits are no longer covered under central campus funds and must be included in any personnel request. A lump sum (full or partial award) will be approved based on the submitted budget. *Note: if any budget items are calculated incorrectly or adjustments are needed, your unit or department will be responsible for the additional costs. To ensure that the budget information is complete and accurate, it is helpful to consult the appropriate technical assistance office (see above) and to review the budget with your departmental business officer before submitting your application.*

PERSONNEL: For each entry listed, indicate:

- a) name, if available:
- b) anticipated payroll title and step:
- c) salary rate (monthly or hourly):
- d) percentage of time and duration or total number of hours on the project:
- e) total payroll costs for the project (must include appropriate amounts for employee benefits, including GSHIP):

PERSONNEL COST: \$

MATERIALS: (List separately items costing more than \$100; include sales tax. Please note that all materials must be specified with costs)

MATERIALS COST: \$

CONFERENCE TRAVEL: Indicate how money will be used (e.g., up to \$500 for travel – air, hotel and/or conference registration costs). Please provide a breakdown of expenses.

CONFERENCE TRAVEL COST: \$

TOTAL COST OF GRANT: \$

Grant Administration
(Must be submitted by applicant)

- Departmental Business Officer Name:
- Title:
- Campus Address:
- Phone:
- E-Mail Address:
- Departmental Chart of Accounts String (for fund transfer). Please note that the chartstring itself must be included here in order for the application to be processed:

Note: If funds are to be transferred to another department, please identify the name, address, telephone number, and department of the staff member who will actually administer the funds.