# Presidential Chair Fellows Grant Program Application

## 2023-2025

**Instructions**: Read the [Call for Applications and Guidelines](https://teaching.berkeley.edu/sites/default/files/pcf_2023-25_application_call_and_guidelines.pdf) prior to completing this form.

To apply for the PCF Grant Program, please download this application as a Word document, complete each section, and submit this completed document as an attachment via email to teaching@berkeley.edu with the subject line “PCF Grant Application.”

All applications must be complete and submitted by **May 19, 2023** to be reviewed.

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### Applicant Information

Complete this table with details for all participating members of your team, adding additional rows as needed. Grant funding can be made in the name of two or more faculty members.

|  |  |
| --- | --- |
| Name: | Title: |
| Email: | Department: |
| Name: | Title: |
| Email: | Department |
| Name: | Title: |
| Email: | Department: |
| Name: | Title: |
| Email: | Department: |

### Project Proposal

Explain the following key elements of the proposed SoTL study. For each section below, please respond in no more than 250-300 words. We appreciate a succinct and clear description that can be easily understood by someone not familiar with your discipline or research area.

1. **Research Interest.** Identify and describe a problem area or an open question in undergraduate teaching in your discipline that motivates your proposed SoTL study. If relevant, describe how this problem area or open question relates to the theme for PCF 2023-2025 (“**Reimagining Student Learning in a Research-Intensive Institution**”).

[your response here]

1. **Research Plan.** Describe your approach to answer your research question and/or address the described problem area, including any interventions you plan to implement and evidence you plan to gather to measure the impact of any proposed interventions.

Be concrete about your data collection plans, which may include surveys/focus groups about student experiences, evidence of student learning (e.g. exam scores, assignments), or teaching evidence (e.g. classroom observations, course materials, student feedback).

[your response here]

1. **Project Timeline.** Describe the timeline for designing and implementing the proposed SoTL study. You may use the below table to map out the steps of your research project, or you can write your plans in a narrative format. Mention when any relevant courses are scheduled where an educational intervention and/or student data collection would take place.

|  |  |
| --- | --- |
| **Term** | **Proposed Steps** |
| Summer 2023 |  |
| Fall 2023 |  |
| Spring 2024 |  |
| Summer 2024 |  |
| Fall 2024 |  |
| Spring 2025 |  |

1. **Potential for Impact.** Describe expected outcomes from engaging in your proposed SoTL study and how these findings will be used to improve student learning experiences in your department at UC Berkeley. Explain how your expected findings may be valuable to other instructors on campus and/or at other institutions.

[your response here]

1. **Departmental Context.** Discuss the current state of SoTL engagement in your department and how production of SoTL would relate to your role(s). If any related efforts are already underway, briefly describe them. Share documented support from any involved instructors, administrators, and staff that would be necessary to conduct your proposed study.

[your response here]

### Proposed Budget

Describe how you plan to use the grant funds (up to $20,000 per year for two years, no more than $40,000 total) to support your proposed SoTL project using the following tables. Budgets are expected to account for both personnel costs and any material/supplies costs.

**Personnel costs** include hiring and compensating one or more graduate student researchers (GSRs) or undergraduate student researchers (UGSRs) to support the SoTL process.

**Material/supplies costs** may include reading materials, educational technology, course supplies and equipment, printing, room rentals, refreshments, and more.

**Note**: Your department will be responsible for any additional costs beyond the amount awarded in the grant. To ensure that the budget information is complete and accurate, it is helpful to meet with your departmental business officer before submitting your application.

1. **Budget Overview**

Please complete this table based on your proposed budget. The provided line items are given only as an example and may be modified or deleted as needed. Double-check that your items accurately add up to a total equal to or less than the $40,000 max funding amount, **allocated as $20,000 over two years**. We appreciate sufficient detail in the item description column to understand how the expenditure relates to your research plan. Awardees will have a chance to further refine their spending plan in consultation with CTL as their study design evolves.

| **Proposed Budget** | |
| --- | --- |
| **Item Description** | **Cost** |
| **Academic Year 1** | |
| Student Personnel Costs | [insert cost amount] |
| Material/Supplies Costs | [insert cost amount] |
| Research Participant Incentives | [insert cost amount] |
| [your budget item here] | [insert cost amount] |
| **Year 1 Total\*** | [insert year 1 total] |
| **Academic Year 2** | |
| Student Personnel Costs | [insert cost amount] |
| Material/Supplies Costs | [insert cost amount] |
| Research Participant Incentives | [insert cost amount] |
| [your budget item here] | [insert cost amount] |
| **Year 2 Total\*** | [insert year 2 total] |
| **Total Budget\*** | [insert overall total] |

\* Yearly budget totals will not exceed $20,000 and overall budget total will not exceed $40,000.

1. **Personnel Costs Detail**

Please complete this table to explain the proposed amounts for UC Berkeley personnel costs provided in the previous budget table. If the individual to be employed is already known, provide their names. Otherwise, leave that column blank. Add additional rows as needed.

| **Name**  **(if available)** | **Payroll Title and Step** | **Pay Rate** | **Time on Project\*** | **Total Cost\*\*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* percentage of time and duration or total number of hours

\*\* includes any relevant benefits like GSHIP or fee remission

**Note**: The grant is expected to fund personnel at UC Berkeley such as part-time positions for undergraduate and graduate students. Generally, hiring personnel outside of UC Berkeley is only allowed in compelling circumstances (e.g. specialized contract work).

### Grant Administration Information

| Departmental Business Officer Information | |
| --- | --- |
| Name: |  |
| Title: |  |
| Email: |  |
| Departmental Chart of Accounts String: (for fund transfer) |  |

The chart string **must** be included in order for the application to be processed.

**Note**: If some portion of the grant funds should be transferred to an additional department, please also include the name, address, telephone number, and department of the staff member who will be responsible for administering these funds.