**PRESIDENTIAL CHAIR FELLOWS**

GRANT PROGRAM, 2021-2022

*Make Your Mark: On your Course, On the Curriculum, On Berkeley*

The Presidential Chair Fellows Grant Program provides an opportunity for a team of two or more faculty members (Senate or non-Senate) to develop, improve, transform, and examine core areas of the **undergraduate curriculum**. The grant program will fund **four (4)** projects up to $22,000 each over the one-year grant period beginning June 2, 2021.

The purpose of this grant and learning community program is to make funds available to carry out curriculum enrichment and revisioning efforts that are meaningful and achievable. Funds are intended to make curriculum enrichment projects possible at the department or program level that may involve curricular revision or the introduction of new curricular components that enhance student learning and/or student learning experiences. We are especially interested in supporting projects that address a specific opportunity for fostering equity, inclusion, and community(e.g., projects that implement inclusive teaching strategies, culturally responsive approaches to course (re)design, or equitable grading methods) but will consider any and all projects for course (re)design.

For the work involved, the budget must include funding for at least one Graduate Student Assistant Researcher (GSAR). In order to seed the broadest number of sustainable efforts, we will provide no more than one grant per department.

## Expectations for Program Participation

A unique aspect of the Presidential Chair Fellows Program is its foundation of scholarly exchange in the form of a **learning community**. Hence, Presidential Chair Fellows grant recipients take part in a peer cohort composed of other grant recipients and focused on curriculum re/design. **Fellows will meet in workshops and seminar sessions 3-4 times (1-2 times/semester) during the course of the award period, between June 2021 and May 2022.** Meetings will include presentations and discussions by PCF Fellows and Berkeley faculty and staff with expertise in areas of pedagogy, curriculum review/design, and assignment design. The seminars will be co-facilitated by Senior Consultants in the Center for Teaching & Learning. Session topics will be determined in consultation with the peer cohort and informed by their grant projects.

To help Fellows maximize their experience and project success during this period, Fellows are expected to **invite a Senior Consultant to at least two of their working meetings per semester (i.e., Summer, Fall, and Spring).** These meetings will provide opportunities for the consultant to provide support, guidance, and feedback specifically to your team’s project.

Fellows are expected to **present on key takeaways, findings, and lessons learned from their project at a Spring semester culminating event**. Fellows will be invited to attend the 2020-2021 PCF Project Showcase spotlighting current Fellows’ projects and experiences.

At the end of the grant period, funded applicant teams will be required to **submit a grant impact report** (3 pages maximum) in which they will be asked to describe (1) assessment findings or key lessons learned, (2) the impact of their project on student learning and/or engagement, (3) plans to sustain curricular enrichment work, and (4) budget details about how the funds were spent, with unspent funds being transferred back to the CTL. These reports will be shared with the Vice Chancellor for Undergraduate Education.

## Monthly Seminar Dates for 2021-2022

The seminar will be held on the following Wednesdays from 12:00-1:30 pm:

* **June 2, 2021**: Welcome event and proposed project share-out
* **August 18, 2021**: What does it mean to assess student learning and student learning experiences?
* **January 12, 2022**: What are we learning from project implementation and/or preliminary findings?
* **April 6, 2022**: What do I want our campus to know about my project?
* **May 6, 2022**: Project Showcase Event

Meetings will be held either remotely or in a location to be determined.

*Note: For purposes of continuity, at least* ***two*** *faculty members from each team should be designated to and able to attend all meetings. Please contact CTL to request an accommodation if one or more of these expectations cannot be met for any reason.*

### I. Criteria For Selection

Qualified proposals will be prioritized based on the following criteria:

* Grants must support the enhancement of pedagogical and assessment approaches, curricular content, or curriculum design requiring greater coordinated effort than is normally associated with faculty members’ regular teaching responsibilities.
* Projects should have broad impact across courses and curricular levels, or support areas of common curriculum between departments/programs.
* Projects focusing on curricular content or design that has the potential to positively impact equity,inclusivity, and community in teaching and learning spaces.
* Projects must be endorsed by the Department Chair and/or Dean.

If you have questions regarding project proposal ideas, please consult with the Center for Teaching and Learning ([teaching@berkeley.edu](mailto:teaching@berkeley.edu)).

### II. Types of Expenses That Can Be Covered

The grant funds will typically be used to fund one 45-50% GSAR (or two at 25%) during fall or spring semester to help with activities, including but not limited to (a) syllabi and curriculum analysis, (b) student data gathering and analysis, and/or (c) development of materials. If there is a preference to have a graduate student or students work during the summer of 2021 to begin prepping materials, that can be acceptable, and the department should specify under what title that graduate student or students will be paid. For projects engaging in significant work during the summer, up to $3,000 in summer salary can be applied to faculty time as well.

The remaining funds may be used for activities and materials that directly support the project progress. Usage should be consulted with the CTL staff.

### III. Types of Expenses That Cannot Be Funded

**The grant program will *not*:**

* pay stipends to GSIs or pay salaries of career or casual staff members (non-student titles);
* purchase or update standard software or software packages already licensed by campus;
* reimburse expenditures made prior to the grant being awarded**.**

### IV. Other Requirements

* In addition to a completed grant proposal, all applications **must include a letter of support** from the applicants’ department chair and/or college dean/s. The letter(s) should also speak to departmental and/or college commitment to sustainability of the pilot effort where feasible.
* GSAR benefits, including fee remission, when applicable, must be included as part of the total cost of the grant.
* Grants will not exceed $22,000. For budgets in excess of that amount, please specify departmental contributions or other funding sources.
* The grant period is one-year. Funds may be expended any time between the start of the Summer 2020 semester and the end of the Spring 2021 semester. If necessary, a formal request may be made to extend the expenditure of funds up to 12 months.

### V. Who Can & How to Apply

All UC Berkeley faculty are eligible to apply. To complete an application for the Presidential Chair Fellows Resilience Grant Program, please download this application as a Word document, complete each section, save and submit as an attachment via email to teaching@berkeley.edu with subject heading “PCF Application.”

### VI. Deadlines & Notification of Awards

Applications are accepted until **Monday, April 26, 2021**. Notification of awards and acceptance into the 2021-2022 Presidential Chair Fellows program will be made by **Thursday,** **May 13, 2021**.

*Selection of recipients:* A selection committee will review the applications and forward its recommendations to the Vice Chancellor for Undergraduate Education for a final decision.

### Presidential Chair Fellows Grant Program

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### 2021-2022

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## APPLICATION

To complete an application for the Presidential Chair Fellows Grant Program, please download this application as a Word document, complete each section, save and submit as an attachment via email to [teaching@berkeley.edu](mailto:teaching@berkeley.edu?subject=PCF%20Application) with the subject heading “PCF Grant Application.”

**Deadline**s: Applications received by **Monday, April 26, 2021** will be reviewed. Notification of acceptance into the 2021-2022 Presidential Chair Fellows program will be made by **Thursday,** **May 13, 2021**.

#### ***I. Applicant Information***

**1. Applicant’s name, title, department, and telephone number:**

Grant funding can be made in the name of two or more faculty members. For more than two applicants, please indicate which of the two faculty members will attend the seminar with an asterisk (\*).

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Title: |  | Department: | |
| Campus Address: |  | |
| Phone: |  | Email: | |
| Name: |  | |
| Title: | Department: | |
| Campus Address |  | |
| Phone: |  | |
| Name: |  | |
| Title: |  | Department: | |
| Campus Address: |  | |
| Phone: |  | Email: | |
| Name: |  | |
| Title: |  | Department: | |
| Campus Address: |  | |
| Phone: |  | Email: | |

#### ***II. Project Narrative***

*Note: The narrative should be between three and five pages and may not exceed five pages.*

**1. A brief, descriptive title of the project:**

**2. List courses involved in the proposed project:**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title: |  | Course Title: |  |
| Course Number: |  | Course Number: |  |
| Department: |  | Department: |  |
| Course Title: |  | Course Title: |  |
| Course Number: |  | Course Number: |  |
| Department: |  | Department: |  |

**3. Provide a description for key elements of the project.**

**i. Project Purpose.** What is the nature, scope, and goals of the project? What is it you plan to do and how do you plan to go about it? How do you intend to use the resources (e.g., monetary resources, consultation services) provided by this grant?

**ii. Expected Outcomes.** What is the expected impact on student learning and/or student learning experiences? How will your project enhance teaching on campus?

**iii. Assessment Plan.** How will you assess and evaluate the impact of the project? Plans may include surveys or focus groups regarding student experiences, artifacts of student learning (e.g., exam scores, assignments), and artifacts of teaching (e.g., classroom observation reports, review of course materials).

**iv. Timeline and Feasibility.** What is the proposed timeline for the project design, implementation, and evaluation? If there are any related efforts that are already underway, briefly describe them.

*Note: We appreciate a succinct and clear description that can be easily understood by someone not familiar with your project.*

**4. Staffing:** List and describe the specific duties and responsibilities of any personnel for whom you are requesting grant support- specifically address the GSAR support expected as part of the grant. Provide a rationale for the amount of staffing time requested.

*Note: staff support funds can only be used to support GSAR and undergraduate student workers.*

#### ***III. Proposed Budget***

Applicants are responsible for accurately estimating the cost of materials as well as payroll expenses for project employees. 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 meet with your departmental business officer before submitting your application.*

**1. Personnel:** For each entry listed, indicate:

1. Name, if available:
2. Anticipated payroll title and step:
3. Salary rate (monthly or hourly):
4. Percentage of time and duration or total number of hours on the project:
5. Total payroll costs for the project (when appropriate, include the appropriate amounts for employee benefits, including GSHIP):

***Total personnel cost:* $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Materials/supplies/expenses:** (e.g., incentives for students, duplication of materials, room rental, refreshments, etc.)

***Total materials cost:* $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Total cost of the project: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Total amount requested (up to $22,000): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. If your proposed project will cost more than the $22,000 limit for this grant, please specify other funding sources (e.g., departmental) and amounts.**

#### ***IV. Grant Administration***

Departmental Business Officer Name:

Title:

Campus Address:

Phone:

Email Address:

Departmental Chart of Accounts String (for fund transfer). Please note that the chart string itself must be included 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.*