OBJECTIVES

In support of its ongoing mission to further strengthen the role of teaching at the University of Pittsburgh, the Provost’s Advisory Council on Instructional Excellence again invites proposals from University faculty for projects that enhance teaching at the University of Pittsburgh and foster new instructional approaches that represent advances over existing approaches. Additionally, proposals may meet some or all of the following:

- Adaptable in other instructional settings
- Foster collaboration among faculty from different departments, units, and campuses on the development of innovative approaches to teaching
- Develop new course materials
- Create significant curricular improvements

As in the past, the Advisory Council envisions that it will fund a spectrum of projects. Over the eight-year history of this program, annual funding has averaged approximately $181,000. For a useful summary of all previous years’ awards, please refer to the Fall issues of the Teaching Times, a publication of the University's Center for Instructional Development and Distance Education (CIDDE). These issues can be viewed at www.pitt.edu/~ciddeweb.

ELIGIBILITY

All full- and part-time faculty members at the five University of Pittsburgh campuses are eligible to submit proposals.

FORMAT

All proposals must be submitted as an e-mail attachment to the Office of the Vice Provost for Faculty Affairs, in PDF format (preferred) or as an MS Word document. The e-mail address is instructionalgrants@provost.pitt.edu. Electronic submissions must also be accompanied by a complete hard copy of the proposal with original signatures on the cover page and appendices. The hard copy version with appropriate signatures and appendices should be mailed to: Advisory Council on Instructional Excellence, c/o Linda Wykoff, 826 Cathedral of Learning.

Each proposal must contain the following elements:

1. **Cover Sheet, including:**
   - Project Title
   - Name and signature of the corresponding (for contact and budget responsibility) Project Director with school/department affiliation, complete campus address, telephone and fax numbers, and e-mail address
   - Name and signature of Project Director's department chair (or dean in nondepartmental schools)
2. Executive Summary

- This one-page summary should address each of the required project components (see below 4.A.–E.) so that the reviewers will have an overview of the entire proposal.

3. Key Project Personnel and Role in Project

- Half-page maximum for key project personnel, such as the project director, codirector(s), contributing faculty, etc.; include a brief biographical sketch, and describe their qualifications to undertake the project and the responsibilities each contributor will undertake or oversee.

4. Body of the Proposal

The body of the proposal should not exceed five single-spaced pages in length (exclusive of figures, tables, and references), employing a 12-point font size and one-inch margins. Required sections are:

A. A clear statement of the goals, rationale, and innovation of the proposed project.

B. A clear description of the project.

Bear in mind that you are writing a proposal that will be reviewed by faculty representing a cross section of University faculties and disciplines. Proposals should be jargon free and responsive to the objectives set forth on page 1. As part of the description, include explicit statements on the ways in which the proposed project represents an innovative (i.e., new) approach or method of teaching and how it differs from existing approaches or methods.

The review committee will look for evidence that the proposal reflects sound instructional design. This can be accomplished by consulting with a variety of University resource groups (see attachment) or might be conveyed by discussing the particular instructional qualifications of project team members.

C. Clear indications of the potential impact on the teaching mission of the University (e.g., number of students affected, contributions to the curriculum, the department, and the greater University community).

Often, proposals can be justified by citing potential effects beyond a single instructor's course, but this cannot be given much weight by the review committee unless evidence is provided that additional instructors, either from the same or different departments, have been included in the process. In this connection, a letter or letters of support from deans, department chairs, or instructors in potentially affected units could be provided to strengthen the case.
D. A clear statement on the project’s sustainability beyond the funding period.

If the proposal’s budget includes a need for operating expenses, be sure to explain how these operating costs will be covered in future years.

E. An indication of how the effects of the teaching innovation will be evaluated. Provide a clear description of the methods and procedures to be used to determine whether the project will result in a positive outcome, what those specific measured outcomes will be, and, to the extent relevant and feasible, any experimental procedures that will be used to confirm the validity of the conclusions regarding possible outcomes.

Among the previously funded projects, some have employed conventional measurement techniques, while others have been developmental in nature. In this connection, it may be helpful to view the Council’s Web site (www.pitt.edu/AFShome/f/a/facaffs/public/html/acie/index.html), “Project Outcomes by Discipline,” under the “Awards Program” link.

5. Budget and Budget Justification

Prepare a budget for the proposed project using the form included with this Request for Proposals or online at www.pitt.edu/AFShome/f/a/facaffs/public/html/acie/awards.html. Also provide a separate statement justifying each line item in the proposed budget. Statements of departmental/school matching salary contributions are encouraged.

- Acceptable budget items include but are not limited to:
  - One month of summer salary (include fringe benefits charges as applicable)—to be paid as direct compensation for those on 8- to 10-month base salaries and to cover release time for those on 12-month base salaries
  - Purchase of supplies and equipment deemed crucial for the project and unavailable from school, departmental, or University sources
  - Purchases or costs for development of new instructional resources
  - Student assistants for course development (include fringe benefits charges as applicable)
  - Cost of assistance from campus support units (e.g., CIDDE, CSSD, OMET, and ULS; see attachment for detailed description of these units and what services can be provided)
  - Student or professional assistance for coordination/production of course Web sites
  - Travel to acquire necessary project resources or to obtain training
  - Project-related consultant costs (please note that for Pitt faculty and staff, external consulting rates cannot be charged to these projects).
• Unacceptable budget items include the following:
  — Travel and maintenance costs for participation at professional meetings
  — Subscriptions and professional journal costs
  — Editorial assistance
  — Release time, except for faculty on 12-month base salaries

6. Required Letter(s) of Support

A letter(s) of support for the proposal from the Project Director’s (and codirectors, as appropriate) department chair (or dean in nondepartmental schools) is required for submission.

7. Appendices

Appendices can be used for references, figures and tables, and appropriate syllabi, as well as additional letters of support (see 4.C, page 2).

University Copyright Policy

Any copyrightable materials created by faculty, staff, or students as a result of this University-funded project will be owned by the University subject to a royalty-sharing agreement with the creator. For specific information, please refer to University Policy 11-02-02, Copyrights, at www.bc.pitt.edu/policies/index.html#res1.

Proposal Review Process

All proposals will be reviewed by the members of the Advisory Council on Instructional Excellence, with the Council retaining the option for sending proposals out for review by relevant colleagues where needed. Review criteria will include:

• Congruence between the goals of the grants program and those of the proposal
• Projected likelihood for success
• Perceived potential impact on students, the curriculum, the department, and the academic community

A copy of the proposal review form used by reviewers can be found at www.pitt.edu/AFShome/f/a/facaffs/public/html/acie/awards.html. Final recommendations to the Provost will be based on a thorough Council discussion. Preference will be given to projects/project directors who have not been funded previously under this program.

Examples of Previously Funded Proposals

Examples of a range of previously funded proposals are available for review in the Office of the Provost (Faculty Affairs), 826 Cathedral of Learning. Please call 412-624-5750 to reserve a time for inspection of these proposals.
NUMBER, SIZE AND DURATION OF AWARDS

The Council anticipates awarding a mixture of grants of varying sizes (usually ranging from $3,500 to $15,000). Larger awards (in the neighborhood of $25,000) will be considered for truly exceptional proposals of sufficient scale or scope as to merit such support.

The award period will cover projects undertaken between May 1, 2008 and April 30, 2009.

SUBMISSION DEADLINE AND NOTIFICATION OF AWARDS

Proposals must be submitted electronically by Thursday, January 31, 2008. The hard copy version with appropriate signatures and appendices should be mailed to Advisory Council on Instructional Excellence, c/o Linda Wykoff, 826 Cathedral of Learning. Questions about the submission process can be directed to Ms. Wykoff via e-mail (wykoffl@provost.pitt.edu) or by calling 412-624-5750.

It is anticipated that notification of awards will be made by April 1, 2008.

FEEDBACK

Applicants will be notified in writing of the results of the review process; on request, copies of the completed individual reviews will be provided for unsuccessful proposals.

REPORTING

Successful applicants will be required to prepare a summary report describing the outcome(s) of the project, particularly in reference to the criteria for success established in the proposal, as well as to participate in a presentation of funded projects at the annual Teaching Excellence Fair, sponsored by the Council during Fall 2009. The summary report will be due in the Provost’s Office on June 30, 2009.

FOR FURTHER INFORMATION

Any member of the Advisory Council would be pleased to provide further information on this grants program (see page 6).
### PROVOST'S ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE

#### MEMBERS 2007–08

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
<th>Contact Information</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Diane Davis (Staff Liaison)</td>
<td>Director, CIDDE</td>
<td>412-624-3335</td>
</tr>
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# Innovation in Education Awards 2008

## Budget

Instructions: Requested funds must be itemized and all amounts must be whole dollars. Attach budget justification by line item(s). Please use additional sheets as necessary.

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<td>Supplies</td>
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<td>Other (specify):</td>
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<td>Subtotal, Other:</td>
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</tr>
<tr>
<td>Total Amount Requested:</td>
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</tbody>
</table>

*Current rates: Medical Faculty: 22.7%; Non-medical Faculty: 34%; Graduate Students: 50%; Temp/Student/Other: 7.9%

Additional Funding from Other Sources (please specify, as appropriate):

Note: Budget form may be downloaded from the ACIE Web site at www.pitt.edu/AFShome/f/a/facaffs/public/html/acie/awards.html.
Campus Support Units

The following University service units might be useful in providing assistance in support of a proposed project. It is important that such consultation take place as early as possible during the proposal preparation process.

Center for Instructional Development & Distance Education (CIDDE)
820 Alumni Hall
Web site: www.pitt.edu/~ciddeweb
Contact: Joanne Nicoll (412-624-7372, nicoll@pitt.edu)

CIDDE serves the teaching and learning mission of the University by providing support for instructional excellence and innovation. CIDDE also supports continuing faculty development in the theory and practice of teaching and learning. The center provides comprehensive services to assist faculty in the application of effective teaching methods and technologies for on-campus and distance education. CIDDE assists faculty members in the following ways:

- Provides instructional design and development support for the creation of new academic courses and programs and for the redesign or enhancement of existing courses and programs.
- Provides support for the design and development of teaching materials, including those that integrate instructional media and computer technology.
- Investigates, evaluates, and promotes emerging tools, trends, and technologies to support the enhancement of the teaching process and the delivery of instruction, both on campus and at a distance.
- Provides professional graphic, photographic, video, engineering, electronic imaging, and audio/visual support services to the University community.
- Designs and develops specialized instructional facilities, including the University’s media-enhanced classrooms and interactive television (ITV) classrooms.

Computing Services and Systems Development (CSSD)
728 Cathedral of Learning, 412-624-6100
Web site: www.technology.pitt.edu

CSSD provides support for instruction and research; delivers services that will meet the University's computer, information processing, and telecommunications needs; provides leadership and assistance in developing policy and planning for the effective use of technology; and offers limited public computer services. CSSD can assist students, faculty, and staff in many different ways, including hardware and software needs analysis and consulting, distributed software services, computer classrooms, training, and remote dial-up access to the Internet. As a service to members of the University community seeking information on purchasing computers, software, and peripheral equipment, CSSD has created a special Web page. This page features suggested and supported computer configurations and includes links to online stores through which students, faculty, and staff can purchase quality products directly from manufacturers and resellers. This page is located at www.pitt.edu/computer/index.html. Computing support is also available through the Technology Help Desk (412-624-HELP) and the University computing labs.
Office of Measurement and Evaluation of Teaching (OMET)
G-33 Cathedral of Learning, 412-624-6440
Web site: www.omet.pitt.edu

OMET provides services to the University community related to the evaluation of teaching by students, the computer-based and paper-and-pencil administration of national admission and certification examinations, the scoring of objective examinations given by University faculty, and the scanning of NCS answer sheets used in survey research. In addition, consultation with respect to research design, statistical analysis, and the construction of tests and questionnaires is available.

University Library System (ULS)
271 Hillman Library, 412-648-7710
Web site: www.pitt.edu/libraries.html

The mission of the ULS is to support the education and research needs of its community of users. Pursuant of this mission, librarians and subject specialists are available in all ULS libraries to provide reference services for the University community. Reference and instruction services are offered to help all faculty, staff, and students in their research, teaching, and informational efforts.

The ULS provides access to several hundred electronic resources, Internet access to the wealth of scholarly information available from sites around the world, and more than 4 million books and other materials. It is the goal of all ULS librarians to provide access and assist users in identifying, locating, and efficiently using these resources.

For general information about reference services, please call the Hillman Library Information Desk (412-648-3330), or contact any departmental or regional campus library. The ULS also offers reference assistance through its Ask-A-Librarian Web site at www.library.pitt.edu/reference.

Office of Research
350 Thackeray Hall, 412-624-7400
Web site: www.pitt.edu/~offres

The Office of Research, although not affiliated with the Innovation in Education Awards program, maintains a Web site that provides assistance to new proposal writers. Proposals for the Innovation in Education Awards program are not submitted through this office but are sent directly to the Office of the Provost.