October 2005

Dear Colleague:

I am pleased to announce that the instructional grants program, **Innovation in Education Awards**, will again be available this year to all faculty members, both full-time and part-time. This is an annual program for any faculty member who is seeking funding for the development of enhanced teaching techniques and materials that will strengthen the teaching mission of the University. The enclosed *Request for Proposals* provides the details of the process. **Please note: the deadline for proposal submission is Tuesday, January 31, 2006.**

The Advisory Council on Instructional Excellence, comprised of faculty from across the University who are respected for their serious commitments to teaching and scholarship, was established by Provost Maher in 1998 to advise him on the means of encouraging instructional development and teaching excellence in all of our academic units. These goals are realized through the sponsorship of special programs and the dispensing of instructional grants to faculty, a very important part of the Council's agenda. Over the six-year history of this program, annual funding has averaged more than $185,000. For summaries of the projects successfully funded over the past six years, please refer to the Fall issues of the *Teaching Times*, which can be found at [www.pitt.edu/~ciddeweb](http://www.pitt.edu/~ciddeweb). Additionally, presentations of last year’s funded projects will be featured at the Wednesday, November 9, *Teaching Excellence Fair*. More information on this event will be provided in the near future.

If you have questions regarding this program, please feel free to contact any member of the Advisory Council. A membership roster can be found at the end of the *RFP*. On behalf of Provost James V. Maher, along with my Council colleagues, I want to encourage you to seriously consider submitting a proposal.

Sincerely,

Andrew R. Blair  
Vice Provost and Chair  
Advisory Council on Instructional Excellence

Enclosure
Innovation in Education Awards
Request for Proposals 2006

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:

X Enhance teaching at the University of Pittsburgh
X Foster new instructional approaches that represent advances over existing approaches
X Can be replicable in other instructional settings across academic disciplines
X Foster collaboration among faculty from different departments, units, and campuses on the development of innovative approaches to teaching
X Develop innovative course materials
X Create significant curricular improvements

As in the past, the Advisory Council envisions that it will fund a spectrum of projects across these categories. Over the six-year history of this program, annual funding has averaged more than $185,000. For a useful summary of last year’s awards, please refer to the October 2005 issue of Teaching Times, a publication of the University’s Center for Instructional Development and Distance Education (CIDDE). This issue can be viewed at http://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:

Four (4) copies of the proposal (original and three copies) with appropriate signatures are required.

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 non-departmental schools)
   $ Project Duration (maximum timeframe: May 1, 2006 - April 30, 2007)
   $ Total funds requested
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. Biographical Sketches of Key Project Personnel

$ Include qualifications to undertake the project; half-page maximum for key project personnel, such as the project director, co-director(s), contributing faculty, etc.

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.

As part of the description, include explicit statements on the way 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, as relevant and feasible, any experimental procedures that will control for potential threats to the validity of the conclusions regarding possible
5. **Budget and Budget Justification**

Prepare a budget for the proposed project using the form included with this *Request For Proposals* or online at: [http://www.pitt.edu/~facaffs/acie/form.html](http://www.pitt.edu/~facaffs/acie/form.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 Websites
  - 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 journals 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 co-directors, as appropriate) department chair (or dean in non-departmental schools) is required for submission.

7. **Appendices**

Appendices can be used for references, figures and tables, 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](#).

**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 external review 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

Preference will be given to projects/project directors that have not been funded previously under this program.

**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, 2006 and April 30, 2007.

**Submission Deadline and Notification of Awards:**

Proposals must be submitted by **Tuesday, January 31, 2006**. An original, with appropriate signatures, plus three copies of the proposal 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, 2006**.

**Feedback:**

Applicants will be notified in writing of the results of the review process; on request, a summary of the panel’s review 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 2007. The summary report will be due in the Provost’s Office on **June 30, 2007**.

**For Further Information:**

Any member of the Advisory Council would be pleased to provide further information on this grants program (see page 5).
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Diane Davis (Staff Liaison)
Director, CIDDE
412-624-3335  djdavis@pitt.edu
## INNOVATION IN EDUCATION AWARDS 2006

### Project:

<table>
<thead>
<tr>
<th>Project Director:</th>
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### 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.

<table>
<thead>
<tr>
<th>Salaries and Wages (include fringe benefits*):</th>
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<tr>
<td>*Current rates: Medical Faculty: 26.4%; Non-medical Faculty: 31.9% Graduate Students: 50%; Temp/Student/Other: 6.5%</td>
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<tr>
<td>Subtotal, Salaries &amp; Wages w/Fringe: $</td>
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<table>
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<th>Equipment:</th>
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<tr>
<td>Subtotal, Equipment: $</td>
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<table>
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<th>Supplies:</th>
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<tr>
<td>Subtotal, Supplies: $</td>
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<th>Other (specify):</th>
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<tbody>
<tr>
<td>Subtotal, Other: $</td>
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</table>

Total Amount Requested: $

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

Note: Budget form may be downloaded from the ACIE website at: [http://www.pitt.edu/~facaffs/acie/form.html](http://www.pitt.edu/~facaffs/acie/form.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
Contact: Dr. 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:

$ Provide instructional design and development support for the creation of new academic courses and programs and for the redesign of enhancement of existing courses and programs.
$ Provide support for the design and development of teaching materials, including those that integrate instructional media and computer technology.
$ Investigate, evaluate, and promote 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.
$ Provide professional graphic, photographic, video, engineering, electronic imaging, and audio/visual support services to the University community.
$ Design and develop 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

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 Webpage. 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 http://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
Website: http://www.pitt.edu/NewPittInfo/omet.html

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
Website: http://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 over four 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 via e-mail: ask-a-librarian@pitt.edu.

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

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