Introduction and goals
Teaching Grants for Innovative Faculty will help faculty to develop innovative and effective ways to enhance the learning experience for students at IIT. Special consideration will be given to projects that compliment 100 - 200 level courses and support incoming freshmen.

A successful application for this grant includes proposing a specific project with a theme or focus that provides students with hands-on experiences, access to experts, exposure to industry, enhanced lab projects or other creative projects designed to supplement the curriculum.

Submitting your proposal
If you meet the eligibility requirements and decide to respond to this request for proposal (RFP), please follow the guidelines in the “Elements to include in your Proposal” section. If you choose to include additional information such as pictures from previous experiments, or information from third party vendors please feel free to do so.

Deadline for submission
Proposals should be completed and submitted via email to April Welch at awelch@iit.edu no later than Friday, June 30, 2008.

Notification of recipients
Undergraduate Affairs will make award announcements no later than Aug 1, 2008. A list of projects that have been funded will be posted on the Undergraduate Affairs website at www.iit.edu/~ua.

The Undergraduate Affairs Mission
Undergraduate Affairs is dedicated to being a resource for connecting all people in the IIT community. We are proud of our current efforts:

- to unite students and faculty members
- to help provide information required to make data-driven decisions
- to contribute to educational experiences that have a positive academic impact
- to support students with academic issues
- and to raise the profile of the learning experience at IIT

We are committed to leveraging IIT’s intellectual assets and providing an outstanding learning community for our students, faculty and staff.

<table>
<thead>
<tr>
<th>Who is eligible for the grant?</th>
<th>IIT Undergraduate Faculty and Faculty Advisors to Professional Societies</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much is the award?</td>
<td>Up to 2,000 dollars</td>
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<tr>
<td>When will it be awarded?</td>
<td>Aug 2008</td>
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<tr>
<td>How many grants will be awarded?</td>
<td>About 30</td>
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<tr>
<td>What are the restrictions?</td>
<td>Project must benefit IIT Undergraduates</td>
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<td>What is expected of recipients?</td>
<td>- Complete and submit the proposal</td>
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<td></td>
<td>- Document and complete the project</td>
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<td></td>
<td>- Short report for the UA Newsletter</td>
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<td>What is the criterion for the award?</td>
<td>- Enhance the learning experience</td>
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<td></td>
<td>- Serve undergraduate students</td>
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<td></td>
<td>- Implement the project in a semester</td>
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<td>- Document the student’s experience</td>
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<tr>
<td>When is the proposal due?</td>
<td>June 30, 2008</td>
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</table>
Elements to Include in your Proposal

Key elements to include in the project proposal:

- Project title
- Project lead
- Project subject area
- Abstract (100 words)
- Project description (500 words or less) include key activities of teachers and students, include technology used
- Key contacts, additional supportive personnel
- Project rationale (discuss why this project was chosen, what issues will it addresses)
- Implementation plan
- Grade level of students impacted by the project
- Number of students impacted
- Itemized budget with total amount requested highlighted

Pre-Project Questionnaire

What will your students know and be able to do by the end of this project?

1. Describe how you will measure the impact of this project on student learning.
2. Specify what group you will use as the “control” group? (if possible)
3. Describe how you will measure the impact of this project on the teaching process.
4. What are your best-case scenario expectations for this project?

Post Project Report

- Describe the project, account for adaptations and variation from the original plan
- Estimate the measurement of impact on student achievement—evaluate by comparing student achievement in similar classes without the supplemental project
- Quotes from students, staff and faculty
- Suggestion for how Undergraduate Affairs can improve the TGIF initiative (Teaching Grants for Innovative Faculty)
- Photos and videos, accompanied with photo release forms (if available)
- Copies of handouts, learning aids, and any other material that will allow the project to be replicated in the future

Eligibility requirements

Eligible projects for Teaching Grants for Innovative Faculty should:

- Be designed to enhance the learning experience for undergraduate students in a creative way
- Have clearly defined goals and learning objectives stated up front
- Serve the whole class, not a select few
- Be completed within a semester
- Be documented for reference and repetition
- Complement the learning objectives of the class or the professional society

Grant Recipient Commitment

By accepting the grant, the award recipient makes the commitment to:

- Implement the proposed project
- Fully support the class in their effort to embrace experiential learning
- Use and maintain all the equipment and software purchased with the grant awarded
- Where appropriate, ensure that technical support for the project will be available
- Assign a project lead for the grant. The project lead will be responsible for coordinating the acquisition of materials and learning aids needed for the project
- Report progress and project results to Undergraduate Affairs (Final reports will be compiled at the end of the semester and shared with the IIT community)