

INSTRUCTIONAL GRANTS PROGRAM 2008-2009

Application Instructions

Check List

The completed application for an Instructional Grant should include:

- Completed Cover Sheet
- Completed Budget Form
- Proposal Narrative
- Letter from faculty sponsor, if applicant is not faculty, verifying that the project will be integrated into the educational programs of the department or school

Proposal Narrative

Please prepare responses to sections A-I listed below. **All sections are required.** Use section headings (A. Abstract, B. Overview) to label your responses. Please limit narrative to five pages, minimum 11 point font.

Please write your proposal for an interdisciplinary audience. Provide sufficient information for reviewers outside your discipline to understand your project.

- A. **Abstract** – 50 word limit. Provide summary description of project. If project is funded, this summary will appear in announcements about the grant program results.
- B. **Overview** - Give a brief overview of the project, explain how it meets goals described in the criteria, and provide details of the method of implementation.
- C. **Educational Objectives** - Describe the educational objectives of the project. If relevant, list up to five learning objectives for students/participants.
- D. **Learner Evaluation Methods** - What are the methods of evaluating learners' or participants' performance?
- E. **Project Evaluation Methods** - How will the success of the project be evaluated?
- F. **Cost Efficiency** – Please address the cost per student/faculty trained.
- G. **Budget Justification** – Please clarify the necessity and costs of all items specified on the Budget Sheet. It is very important that all budget items are justified in the proposal narrative. In addition, provide evidence that you investigated other resources that could achieve similar goals as your project (e.g., commercially available CD-ROMS, campus computing facilities, etc.).

Support Service Rates for Personnel:

The following personnel service rates are not prescriptive and are only provided for informational purposes to aid applicants in developing their proposals. Applicants are not required to utilize these services in their proposed projects. Personnel support can come from any number of sources (e.g., new or current staff, outside contractors).

1. **CIT Services:** The following support services are available from the Center for Instructional Technology (CIT) at a rate of \$65 per hour.
 - WebCT course development and maintenance
 - Web site development and maintenance
 - Video Production

Any applicants that wish to consider utilizing CIT services must first contact Brian Warling, Assistant Director, CIT, to make sure that the proposed services are available and appropriate for the CIT to provide (see other side for contact info).

2. *Student Support:* Grants can fund UCSF students to work on funded projects. If student support is to be funded, applicants can use a rate of \$16.00 per hour (approximate current rate for UC teaching assistants). Successful grant recipients are responsible for recruiting, hiring, and paying student assistants.

Equipment: Grant funds may be used to purchase equipment only if such equipment is an integral part of a substantive curricular development effort and not available from other sources, including the CIT Lab. Funding of computer hardware is discouraged. Consideration will be given to whether any equipment requested for purchase could be reasonably accessed from other sources, including the CIT Lab. If equipment is required that is not available elsewhere, please state this in the narrative. However, applicants should understand that the CIT might decide to purchase such equipment for the CIT rather than for an individual proposal. The equipment would be available for use in the CIT Lab or borrowed through the CIT Equipment Loan Program. If this will present problems for your proposal, please describe why. More information on hardware and software available in the CIT Lab can be found at <http://cit.ucsf.edu/lab/>. Information on the CIT Equipment Loan Program is available at <http://cit.ucsf.edu/lab/equipment/>.

Travel: A substantial proportion of grant funding may not be used for travel.

- H. **Previous UCSF Grants** - If the applicant or any participant in the project has previously been involved in a project at UCSF supported by campus, the Regents, or state educational funds, list the details of the previous project, including project title, director's name, year conducted, amount of grant, and grant source (fund name or number).
- I. **Additional Information.** Optional: Provide any relevant information not included above.

To Submit Applications

Eighteen (18) copies of the completed application must be received at the following address by **5pm Monday, March 3, 2008**. No late submissions will be accepted. Submissions can be either mailed or hand-delivered.

Center for Instructional Technology
UCSF Library, Box 0840
530 Parnassus Ave., Room 229A
San Francisco, CA 94143-0840

(located inside the Interactive Learning Center. Room 231)

For more information, please contact Brian Warling, Assistant Director, Center for Instructional Technology, (415) 502-6678, or citgrants@library.ucsf.edu.