

INSTRUCTIONAL GRANTS PROGRAM 2009-2010

Application Instructions

Check List

The completed application for an Instructional Grant should include:

- Completed Cover Sheet
- Completed Budget Proposal
- 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
- Signed release forms for any faculty requesting funding for release time.

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 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** – Provide an overview of the project describing how it meets the first 4 criteria in the call for proposals.
 - 1. Interprofessional focus
 - 2. Innovation
 - 3. Sustainability
 - 4. Implementation
- C. **Educational Objectives and Evaluation** – Include the educational objectives of the project. If relevant, list up to five learning objectives for learners/participants. Describe methods for evaluating the performance of the learners/participants.
- D. **Evaluation & Dissemination** – How will the success of the project be evaluated? How will the results be disseminated and shared with others?
- E. **Cost Efficiency** – Please address the cost per student/participant trained.
- F. **Budget Justification** – Complete the Budget Proposal form, including all expenses you plan to cover with these grant funds. *If requesting faculty release time, be sure to provide signed release time forms for those individuals.* In the narrative, provide clarification of the necessity and costs of **all** items specified in the Budget Proposal. In addition, provide evidence that you investigated the availability of other resources that could achieve similar goals as your project (e.g., commercially available software, campus computing facilities, etc.).

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. For hardware and software available in the CIT Lab see <http://cit.ucsf.edu/lab/>. For CIT Equipment Loan Program see <http://cit.ucsf.edu/lab/equipment/>.
- G. **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).
- H. **Additional Information.** Optional: Provide any relevant information not included above.

To Submit Applications

Two (2) copies of the completed application must be received at the following address by **5pm Monday, March 16, 2009**. No late submissions will be accepted. Submissions can be either mailed or hand-delivered.

Administration Office
UCSF Library, Box 0840
530 Parnassus Ave., Room 128
San Francisco, CA 94143-0840

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