

Request for Proposals
**2002-03 Discipline or Program Initiatives for Improving Teaching and Curricula:
Developing and Sharing Innovations and Solutions**

Issued by the Institute for Teaching and Learning
California State University
August 12, 2002
Mary Allen (mallen@calstate.edu, 562-951-4735), ITL Director

*Proposals should be submitted via email
and are due by 8AM on Monday, October 28, 2002.*

*Proposals that have not been received by the deadline will be considered
only if funds remain after proposals received by the deadline have been considered.*

*Funding is contingent on ITL's 2002-03 budget, which has not yet been finalized.
Please feel free to contact Mary Allen (mallen@calstate.edu) for the latest budget information.*

To stimulate innovations and improvements in **teaching and curricula**, the CSU Institute for Teaching and Learning (ITL) invites proposals for discipline- or program-specific systemwide or multi-campus initiatives during the 2002-03 academic year. Eligible for funding is any CSU instructional program in which students take credit-bearing courses, such as traditional majors (e.g., History, Sociology) and interdisciplinary/multi-disciplinary programs (e.g., General Education, Liberal Studies, teacher preparation blended programs). Faculty from different campuses who teach in the same or similar programs are invited to request funds to work collaboratively to address a common issue or problem and to learn from solutions and innovations on other campuses. ITL will provide support for planning the initiative, for participant travel, and for supplies and materials. Respondents to this RFP should define the focus and structure of the initiative, and they should explain how their project will benefit the **teaching and/or curricula** in their program.

The intent of this grant program is to enable faculty on different CSU campuses who teach in the same or similar programs to develop more effective instructional approaches on their own campuses, building on the successes of colleagues elsewhere. For example, faculty could propose a systemwide or multi-campus colloquium, workshop, or videoconference; and they could elect to share "best practices" among participants, to conduct literature reviews on the identified issues, and/or to bring in recognized experts in the field. Single-campus proposals will not be considered for funding. In addition, ITL does not recommend requesting funding from this source for service-learning projects because support for this area generally is available elsewhere.

Faculty interested in preparing proposals in response to this RFP will need to work with colleagues on other CSU campuses to determine the focus and design of the initiative—what issues are to be addressed and in what format (e.g., systemwide or regional listservs, Websites, conferences, workshops, or retreats). Because ITL will consider only one proposal from a discipline or program area and will expect to see broad interest in the focus of the initiative, faculty submitting proposals will need to

consult and collaborate with their counterparts on other campuses to write the proposal and to implement the project if it is funded. Although not every campus has to commit to participating in the initiative, the project should include the participation of a critical number of campuses, given the scope of the initiative.

Anticipated Funding

We anticipate funding projects with budgets that range between \$5,000 and \$15,000, depending on the scope of the project, types of activities, expected outcomes, number of involved campuses, and number of involved faculty. Those submitting requests should look for cost-effective approaches, and we encourage them to seek matching funds from other sources, such as partial support from departments, colleges, or campuses. Contributions of resources from involved campuses are strong indicators of interest in the project and commitment to participate.

All funds are from ITL's 2002/03 state budget. **Projects must be completed by June 30, 2002, and all expenditures must follow state spending guidelines.**

Preparing a Proposal for a Discipline- or Program-Based Initiative

ITL will consider only one proposal from a discipline or program, so it is essential that proposal writers consult with relevant faculty on other campuses before submitting their proposals. The proposed initiative can involve every campus or a subset of campuses (for example, only those campuses that offer the relevant program or only campuses in one region of the state). If a regional effort is planned, we encourage proposal writers to communicate with programs throughout the state to see if they would like to join the proposal by developing parallel regional efforts in other sections of the state. (The intent here is to be inclusive, but not to hinder regionally based planning.)

ITL will consider funding proposals only if there is evidence of support and intention to participate from department chairs and/or faculty from the involved campuses.

The proposal should include the six components listed below:

1. Cover Page.
Identify the following: Discipline or program, the focus of the initiative, names of participating campuses, project coordinator (with mailing, phone, fax, and email addresses), amount of funds requested from ITL, funds committed from other sources, and date.
2. Proposal Narrative (five pages maximum).
Explain the problem or need in the discipline or program and how it directly relates to teaching and/or curriculum; the plan for addressing the problem or need; work already done on individual campuses or by faculty collaborating across campuses; an explanation of logistics (e.g., travel and lodging, availability of facilities or consultants, technical support); and a description of the expected outcomes of the initiative and how these outcomes will be evaluated. Proposal reviewers will appreciate your efforts to structure the proposal to make it easy to follow and to read. Keep in mind that they probably will not be from your discipline and may need some background information and explanation of specialized terms.
3. Timeline.

Summarize anticipated deadlines for the major steps required to complete the project, including planning, implementing, and evaluating the project and the final report. Be sure that all work will be completed by June 30, 2002.

4. Budget.
Submit an itemized budget that estimates costs for project coordinator release time, student assistants, travel, consulting fees, facilities fees, and materials and supplies. Clarify which expenditures will be covered by matching funds. Project directors are encouraged to discuss budgetary plans with campus grants office or accounting personnel to ensure that budgets cover all direct costs. ITL does not provide funding for indirect costs.
5. Qualifications.
Include a 200-word statement of the abilities of the project coordinator(s) to organize and implement the initiative.
6. Indication of Commitment.
Include evidence of intention to participate from department chairs or faculty on the involved campuses. Copies of emailed responses are appropriate.

Criteria for Evaluating Proposals

The proposals will be evaluated by a subcommittee of the ITL Advisory Board using the following criteria:

- Relevance to teaching and/or curricula
- Need for the proposed initiative
- Thoroughness and appropriateness of the proposed activities to meet this need
- Specificity and feasibility of the project timeline
- Quality and value of the objectives or expected outcomes of the initiative
- Reasonable evaluation plan, given the scope of the project
- Specificity and congruence between budget and proposed activities
- Evidence of past success of project coordinator(s)
- Breadth of involvement and commitment of multiple campuses

Reporting Requirements

ITL requires a final report from each funded initiative by June 30, 2003, showing what was accomplished and how funds were used. These final reports will be posted on the ITL Website.

How to Submit a Proposal

Send a digital copy of your proposal as a Microsoft Word email attachment to dwheeler@calstate.edu. Appendices should be included within the document to ensure that pieces of your proposal remain connected. Proposals will be sent to reviewers immediately, and we hope to announce results before Thanksgiving. Proposals received after 8AM on Monday, October 28 will be considered for funding only if funds remain after proposals received by the deadline have been reviewed.

Questions

For further information, contact Mary Allen, (562) 951-4735 or mallen@calstate.edu. If you want local assistance, contact your campus center for faculty or instructional development. You'll find a list of these CSU centers, with names and contact information, on the ITL Website (<http://www.calstate.edu/itl/FacDevCoun.shtml>). Your local center director should be able to provide relevant background materials and feedback on your proposal as well as assistance with budget planning, connections with colleagues in other departments, and ideas for campus sources of support for your initiative. In addition, email distribution lists are maintained among chairs for many programs, and you may find such lists useful for identifying colleagues throughout the system.