**Hrabowski Fund for Innovation Competition 2013-14**

1. Introduction

UMBC’s Fund for Innovation Competition supports initiatives to enhance teaching and learning at UMBC, with specific emphasis on innovative approaches to increase the success of our undergraduate and graduate students. Such approaches may include, but are not limited to, redesign of courses or other learning experiences, innovative course and/or curriculum development and other projects designed to improve or understand student-learning outcomes at the UMBC. Proposals that aim to understand the effectiveness of existing strategies at UMBC will also be accepted. Proposals that deal exclusively or primarily with content revision to courses or curricula are not appropriate to this competition.

The competition is open to all tenured and tenure-track faculty; clinical instructional faculty; lecturers and instructors; and staff with full-time appointments. Proposals for funding may be made by individuals or by collaborative groups.

2. Awards

For AY13-14, a total of approximately $100,000 in funding will be available and allocated through the competitive review of proposals by a selection committee. Awards of funding for a period of twelve months are available in two types.

**Seed Awards** will have a budget of less than $3,500.

**Implementation and Research Awards** have a budget of $3,500 or greater up to the maximum amount of $25,000. Individual recipients and the leader of a collaborative project may use the title of “UMBC Innovation Fellow” for the duration of the award. Individuals participating in a collaborative group project will be considered as members of a “UMBC Innovation Collaborative.” The responsibilities of UMBC Innovation Fellows are described below.

3. Proposal Development and Criteria

The proposal narrative must describe the project background, the project goals and objectives, methodology, a plan to evaluate the effectiveness of the project in reaching those goals and a start date.

Proposals should address, and will be evaluated upon, the following criteria:

* Clear description of a well-defined project or problem to be investigated.
* Potential impact on student success and/or broadening participation and the metrics that will be used to assess this impact.
* Where appropriate, the relationship between the proposed methods and concepts and existing research in teaching and learning (at UMBC or elsewhere).
* The feasibility of the project.
* Plans for formative and summative assessment of the impact on student learning.
* Plans for dissemination within the UMBC community including the potential of the transfer of lessons learned to other courses, disciplines and programs.

4. Proposal Submission Format and Review

Applications consist of completion and submission of the following components: the checklist page (provided), cover page form (provided), and proposal narrative.

1. The **checklist** provides a convenient way to verify that the proposal is complete.
2. The **cover page form** captures essential information from the proposal narrative, such as: title of the project; names of faculty or staff and departments or units involved in the project; a concise summary or abstract of the project including project goals; and overall cost. The cover page requires a signature indicating endorsement of the entire proposal by the applicants’ department chair(s) or supervisor(s).
3. The **proposal narrative** develops these ideas fully, clearly addressing the criteria described in section three above. The proposal narrative will include a budget justification.

Proposal narratives for seed awards (budget less than $3,500) have a maximum length of three pages (single-spaced, font equivalent to Times New Roman 12 point) including a budget justification.

Proposal narratives for implementation and research awards (budget greater, or equal to, $3,500) have a maximum length of eight pages (single-spaced, font equivalent to Times New Roman 12 point) including a budget justification with a separate detailed budget.  
  
All applications will be reviewed and ranked by a selection panel reporting to the Provost.

After an initial screening and ranking of proposals, the review panel may require finalists who have applied for implementation and research awards to make a brief presentation to the selection panel and answer questions about their proposal.

5. Selection Panel

Members of a selection panel will review and rank the applications. The selection panel consists of:

Director of the Faculty Development Center (non-voting chair),

Voting members:

Three faculty, one nominated by the Dean of each college.

Three previously named UMBC Innovation Fellows, one from each college selected by the Provost. (For AY13 competition, three Presidential Teaching and/or Regents Awardees, one from each college)

Ex-Officio members:

One representative of the Provost’s office.

One representative of the Graduate School, nominated by the Dean.

One representative of the Office of Undergraduate Education, nominated by the Dean.

One representative of the Division of Information Technology (non-voting)

6. Budget

Expenses that can be covered by these grants may include, but are not limited to: supplies and equipment, programming or research assistance, fees and expenses for student field trips, honoraria for classroom guest speakers, fees and expenses for conferences or workshops directly related to teaching, and summer stipends. Applications that request funds for course releases must be discussed and endorsed by the department chair prior to submission.

The maximum award will be in the total amount of $25,000, and all awardees are responsible for appropriate use and accounting for the funds provided. All awards will be made for one year with no extensions or carry-over of funds that are not expended during the period of the award. Awardees who wish to continue or expand their projects beyond the first year should submit a new proposal prior to the end of the project.

7. Proposal Submission and Deadlines

Applications will be reviewed twice every year. For the AY13-14 competition, proposal deadlines are October 11, 2013 and February 14, 2014. Applications received after a deadline will be considered during the next round of the competition.

Application materials (proposal narrative, cover form page, and checklists) are to be submitted by e-mail to Linda Hodges at [lhodges@umbc.edu](mailto:lhodges@umbc.edu) in Word format or (preferably) as a single pdf file. Hardcopy applications will not be accepted. Awards should be announced within approximately three months of the deadline for submission.

8. Start Date

For the AY13-14 competition, proposals submitted by the October 11, 2013 deadline will officially start January 24th, 2014. Proposals submitted by the February 14, 2014 deadline will officially start July 1, 2014.

9. Expectations of All Awardees

* Attendance and a presentation at the Provost’s Teaching and Learning Symposium.
* Participation in regular informal meetings of the UMBC Innovation Group for an exchange of ideas and experiences.
* Within three months of project completion: a presentation and brief written report about key outcomes. These reports will be publicly displayed on UMBC’s Carnegie Grants website.

10. Additional Expectations of UMBC Innovation Fellows

* A follow-up presentation mid-project to the Deans, Provost and President.
* A poster presentation at a UMBC annual retreat.
* If nominated, willingness to serve on the selection panel for the following year’s competition.

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Cover Page Form

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| --- | --- | --- | --- | --- |
| Project Title: | | | | |
| Name of Lead Investigator: | | Department: | | Date: |
| Start Date: | Total Budget Request: | |  | |

|  |  |  |
| --- | --- | --- |
| Names of Co-Investigators | Signature | Date |
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| Name of Department Chair(s) or Supervisor(s) | Signature | Date |
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| Abstract or Summary of Project: (include project goals, brief plan, and proposed assessment method in 250 words or less): |

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Competition Proposal Checklist

Seed Award

|  |  |  |
| --- | --- | --- |
| Project Title: | | |
| Name of Lead Investigator: | Department: | Date: |

Please review the following list of elements and procedures required as part of the UMBC Fund for Innovation Competition and check that you have included them in your proposal and that it is complete.

|  |  |
| --- | --- |
|  | I have obtained the approval and signature of my department chair or supervisor on the cover form. |
|  | I have provided all requested information on the cover form page. |
|  | The budget request for this seed award project is less than $3500. |
|  | The proposal narrative for this seed award is no more than 3 pages including budget justification. |
|  | The proposal narrative gives a clear description of the project. |
|  | The proposal narrative explains the potential impact of this project on student success/participation. |
|  | The proposal narrative describes the measures that will be used to assess impact of the project. |
|  | The proposal narrative provides information on other research pertinent to this project. |
|  | The proposal narrative discusses the feasibility of this project. |
|  | The proposal narrative describes how the impact of this project on student learning will be assessed. |
|  | The proposal narrative includes a dissemination plan for sharing the results of this project with the broader UMBC community. |
|  | I understand that, if awarded, the grant funding will be available for use for a period of twelve months after the start date with no extensions permitted. |

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Competition Proposal Checklist

Implementation and Research Award

|  |  |  |
| --- | --- | --- |
| Project Title: | | |
| Name of Lead Investigator: | Department: | Date: |

Please review the following list of elements and procedures required as part of the UMBC Fund for Innovation Competition and check that you have included them in your proposal and that it is complete.

|  |  |
| --- | --- |
|  | I have obtained the approval and signature of my department chair or supervisor on the cover form. |
|  | I have provided all requested information on the cover form page. |
|  | The project budget request for this implementation and research project is at least $3500, but no more than $25,000. |
|  | The proposal narrative for this implementation and research award is no more than 8 pages including a budget justification. |
|  | I have included a separate, detailed budget. |
|  | The proposal narrative gives a clear description of the project. |
|  | The proposal narrative explains the potential impact of this project on student success/participation. |
|  | The proposal narrative describes the measures that will be used to assess impact of the project. |
|  | The proposal narrative provides information on other research pertinent to this project. |
|  | The proposal narrative discusses the feasibility of this project. |
|  | The proposal narrative describes how the impact of this project on student learning will be assessed. |
|  | The proposal narrative includes a dissemination plan for sharing the results of this project with the broader UMBC community. |
|  | I understand that, if awarded, the grant funding will be available for use for a period of twelve months after the start date with no extensions permitted. |
|  | If appointed as a UMBC Innovation Fellow, I am willing to serve, if nominated, on the selection panel for the next round of awards. |