



The NITLE Instructional Innovation Fund

Southern Regional Advisory Council – *March, 2008*

The NITLE Instructional Innovations Fund is a program of competitive awards to recognize and support innovative and collaborative work involving the use of instructional technology. This fund will support projects that create and/or disseminate materials and approaches which use technology to enhance student learning and liberal education. The program has two primary objectives:

1. To support collaborative projects proposed by faculty members, librarians, technologists or other academic support staff to promote the innovative use of instructional technology in liberal arts institutions.
2. To support the dissemination of information about innovative uses of technology in teaching and learning and to provide opportunities for faculty and staff in liberal arts institutions to learn about and implement these innovations.

The IIF will support inter/intra- institutional collaborative projects and events that lead to development, refinement, or adaptation of technology for liberal education. We will give priority to proposals that address one or more of the following:

1. Innovations with potential for widespread adoption and scalability in liberal arts institutions.
2. Collaborative work within and among NITLE institutions that enhance the development or adoption of promising technologies related to teaching and learning.
3. Professional development of technology personnel in support of teaching and learning.
4. Strategies for dynamic and creative support of instructional technology infrastructure.
5. Inter-institutional collaborations that aim to focus expertise, share resources or compare experiences that may lead to more effective adoption of new technologies.
6. Assessment or improvement of the sustainability of technology innovations in a liberal arts institution.

Program Categories

There will be two categories of awards:

Collaborative Projects

These projects should involve groups of faculty, librarians, technologists, or students from individual campuses or groups of campuses. Projects will be judged on the degree to which

they address one or more of the six components. Projects involving only a single campus must address directly the applicability of the project to other NITLE institutions.

Each award will be made to a single institution or to the ACS. The proposing institution, which will be the lead institution in collaborative projects, will provide all information and administrative support for the project.

Funding requested may be used to cover such expenses as the following:

- Release time (at the cost of replacement) for campus faculty members to participate in resource development (but not for teaching), in accordance with the policy of the employing campus.
- Summer stipends to support the work of faculty members on the project in accordance with the policy of the employing campus.
- Reimbursement for the replacement costs for the time of librarians, instructional technologists or administrative staff to support the work of the project, in accordance with the policy of the employing campus.
- Travel expenses for meetings of planning groups.
- Purchase of software for the group's use not normally supported by the institutions participating in the project.
- Purchase of licenses to use specific intellectual property owned by one or more of the campuses or by other entities.
- Stipends or wages for student work in support of the project in accordance with the policy of the employing institution.
- Other reasonable and relevant costs.

Campuses may propose projects that include faculty, staff, and students from institutions in other NITLE regions. In such cases the region in which the proposing institution is located will be the one to which the proposal is submitted, and the proposal will be assessed in accordance with the selection criteria of that region.

Events and Programs

These awards will enable participating schools to host inter-institutional events or programs to explore, promote, or demonstrate innovations in technology and liberal learning. The proposing institution will determine the topics and themes of the event and will be responsible for planning, arranging, and executing the event. NITLE will announce and promote events, but the proposing institution is responsible for all other management activities.

Attendance at these programs may be opened to participation of personnel from institutions outside of NITLE. The nature of this involvement and the degree to which it enhances the program should be addressed in the proposal.

Funds will be available for stipends, honoraria, and travel expenses of presenters and travel and lodging expenses of participants. Cost sharing or matching funds are encouraged.

Application Process

Campuses may submit multiple proposals. All proposals should include a narrative (described below) of no more than 1,500 words plus a one-page budget summary. For legibility, 12-point font is preferred. Appendices should contain brief resumes or CVs of project principals (not to exceed two pages per principal).

Collaborative Projects

The narrative piece of the proposal must include the following components:

- Project description
- Educational goals
- Participating institutions and participants
- Impact of the project on the participating institutions and the wider liberal arts community
- Timeline
- How the project will be assessed
- Sustainability plan as appropriate to successful outcomes

Events and Programs

The narrative piece of the proposal must include the following components:

- Description of the event/program
- How the event/program is intended to explore, promote, or demonstrate innovations in technology and liberal learning
- Criteria used to select attendees
- Impact of the event/program on institutions sending representatives
- Timeline
- How the impact of the event/program will be assessed.
- Potential outcomes of the event

Budget

Please limit the proposed budget to a one-page summary. Note that the proposal cannot support hardware purchases, and does not include institutional overhead costs.

Reallocation in actual budget categories greater than ten percent must be approved by the Southern Advisory Council.

A final financial report is required.

Submission and Review Process

Deadlines

The Instructional Innovations Fund for the Southern region has a fund of \$170,000 to be divided among three submission periods.

April 2, 2007

September 15, 2007

February 1, 2008

May 15, 2008

This IIF program runs through June 2008. Work supported by awards must be completed and reports submitted by June 30, 2009.

Submission Process

A statement of support from the chief academic officer and the chief technology officer of the proposing institution must be submitted with each proposal. This statement should verify the commitment of resources and personnel impacted by the proposal.

A secure area of the NITLE web site will support the proposal submission and review process. The NITLE liaison from each campus is responsible for submitting each proposal. All proposals will be submitted directly on the site in the form of PDF files or Microsoft Word documents.

Review Process

Proposals will be reviewed by members of the NITLE Southern Advisory Council. Decisions will be announced within 6 weeks after the submission deadline. Based on the pool of proposals the Advisory Council may ask that several institutions submitting proposals combine their proposals and resubmit if this will strengthen the proposals.

Reporting Process

We require a final report within 30 days of the estimated completion date.

NITLE Resources

Purchase of hardware will not be supported. NITLE staff will not develop new software, web sites, databases, or other information resources within the context of the IIF program.

In some cases campuses may wish to request the involvement of NITLE staff members as planning meeting participants, project advisors, consultants, presenters, or any other role: such requests should be discussed with NITLE prior to proposal submission. Use of NITLE information resources, such as access to secure sites for inter-institutional collaboration development or collaborative teaching, may be specifically requested in proposals.