

**Innovation in Teaching and Learning Grant
2010
CALL FOR PROPOSALS**

***For projects developed, implemented, completed, and presented
between March 1, 2010 – June 30, 2011***

PROPOSAL DEADLINE

December 11, 2009

Full-time and adjunct faculty of McHenry County College are invited to submit proposals for competitive grants, to support innovations in teaching and learning, for activities not included in department budgets or other grant funding. The college is seeking to fund between five and ten projects, with total funding of \$15,000.

Purpose:

The purpose of the grant is to encourage innovation in teaching and learning. A presentation highlighting the project is expected. Any full-time or adjunct faculty member is encouraged to submit a proposal for a project that is expected to see outcomes within a year. Funds may be used to begin, continue or present a teaching and learning innovation.

Application and Review Process:

- Any McHenry County College full or part-time faculty member may submit a proposal.
- Applications must be approved by the area Dean or Executive Dean.
- A faculty committee will review applications to determine that proposals are complete and meet the criteria.
- Applicants may be invited to give a short presentation to the faculty committee.
- The faculty committee will recommend grants to the Executive Council for final approval.

Notification:

Applicants will receive a written response within one month of the Executive Council selection.

Recognition of Support:

The College is to receive recognition of its support on all printed materials and/or equipment and be verbally acknowledged at lectures, concerts, and other similar presentations that utilize grant funds. If the grant partially or fully funds a permanent display or object, a plaque or appropriate signage should recognize that funding was provided by MCC.

Final Report:

Final reports are to be submitted to the office of the Vice President of Academic and Student Affairs, no later than two months after the completion of the project. Final reports may be shared with members of the college community. A one-page evaluation should state: 1) how the project was implemented, 2) results from the project, 3) any evaluation of the project, 4) a budget indicating how funds were spent and 5) copies of programs, flyers, or other printed materials.

Grant Duration:

Awards are expected to be announced **in February 2010**, and projects should be completed by **June 31, 2011**. If the project is not completed by this time, the applicant can reapply for funding.

Questions?

If you have any questions about the application process, please contact your Dean or Executive Dean.

Review Criteria for Award Decisions:

Teaching and Learning Innovation Grant applications will be reviewed using the following criteria:

- Innovation and reflection of the College's mission
- Positive impact on student learning
- Impact on student learning which can be documented or shown
- Realistic timeline for project
- Statements of support from appropriate departments and personnel
- Clearly stated plan for presenting the innovation (Grantees should seek division, department, or other funding for travel and conference expense.)

Format for Innovation in Teaching and Learning Grant:

The format outline below should be followed in the preparation of your proposal. Please use the same headings in your proposal and use the same order. Proposals should be double-spaced and typewritten. **Please return proposals to the office of the Vice President of Academic and Student Affairs, by December 11, 2009.**

A. Title Page (one page)

To include the following:

- Title of proposed project
- Date Submitted
- Name of applicant/s
(If more than one applicant, please designate a contact person)
- Department
- Total project cost
- Amount requested
- Signatures of faculty member/s and appropriate dean/s or executive dean/s

B. Statement Support

This section would contain any memo or letters of support for the project. Suggestion: Memos or letters could come from Deans, Executive Deans, department chairs, or others in the college or community, involved with the project.

C. Project Narrative (two pages maximum)

Please use the following headings to assist the committee in reviewing your proposal. Please address the questions under each heading in your grant request.

1) **Project Summary:**

- a) What is the project? Briefly describe it.
- b) How is the project innovative?
- c) What are the expenses? Please provide a detailed budget.

2) **Project Context:**

- a) How does the project relate to the mission/vision of the college area/department and the college?
- b) How will the project improve student learning?
- c) Who will implement the project? Have all participants agreed to participate in the project's implementation?
- d) Will the project be completed within one year? If not, when?
- e) Is the project sustainable beyond the length of the grant?

3) **Project Outcomes:**

- a) What is the desired end result of the project?
- b) What will be the measurable outcomes or impact of the project?
- c) How will success be measured or assessed?
- d) How would the project and its outcomes be presented to the college community and other educators?