OIT Faculty First Grant 2019 - CALL FOR PROPOSALS

Invitation to Propose

The UTK Office of Information Technology (OIT) Support Organization invites individual UTK faculty members to apply for the Faculty First Grant, an instructional development program that runs from February to December 2019.

Proposals are due by Monday, January 07, 2019, at 5pm.

About the Faculty First Grant Program

The Faculty First Grant program supports the UTK faculty's effective uses of technology in teaching. This is accomplished by forming a long-term partnership between a faculty member and OIT to redesign a course and develop digital instructional materials for a course. You serve as a subject matter expert, and OIT staff will collaborate with you to incorporate the appropriate technology into your course. The OIT assistance may include course redesign and development of course assets; instructional multimedia design and development; and implementation of accessibility and universal design for learning (UDL) in a course that requires OIT support beyond consultations.

Many recent Faculty First projects resulted in online lectures, web-based interactive learning materials, instructional videos, and blended and online courses. Read faculty project reports at the [OIT Faculty First](https://oit.utk.edu/instructional/grants/faculty-first/) website (https://oit.utk.edu/instructional/grants/faculty-first/).

Note *that this grant does not award a stipend.*

Selection Criteria

Priority consideration will be given to projects that require OIT technical skills for developing an instructional product.

Note that if a project can be addressed by OIT consultations, technical support or small-scope instructional development, there is no need to apply. Simply [request faculty assistance](https://help.utk.edu/footprints/teaching/) (https://help.utk.edu/footprints/teaching/) any time.

The project proposals will be selected based on the following criteria in order of priority:

1. Feasibility of project completion with the available OIT Instructional Support resources and within the established timeline
2. *Development of instructional materials that require OIT software skills including multimedia development, graphic design, and web design. If you want to meet with OIT Support staff for a series of consultations, there is no need to apply for the grant. Providing consultation to faculty is part of regular OIT Support service.*
3. Meaningful use of innovative technology to improve student learning
4. Impact on a larger number of students
5. Making course materials accessible

6. Ability to replicate the project across other disciplines and departments
7. Enhancement of intercultural and international education

Who Can Apply?

UTK faculty members with instructor rank or above are eligible to apply. Experts, novices, and non-users of technology are all encouraged to participate. Faculty members who participated in two previous consecutive Faculty First programs may not apply.

Expected Commitment from the Faculty First Program Faculty Participants

By submitting this application, the faculty member expresses commitment to:
- Serve as the subject matter expert and provide the course content for development in accordance with the established project timeline
- Collaborate closely with the OIT staff through regularly scheduled meetings
- Adhere to the project timeline for the successful completion of the project
- Plan and conduct student assessment to evaluate the impact of the Faculty First project on students
- Submit a written report to OIT at the end of the Program
- Present project results at OIT-sponsored events and materials to promote the OIT value for the UT academic community
- Maintain project deliverables after the project is over. Project files and software updates are the instructor responsibility upon project completion.

Proposal Guidelines

Your proposal must contain 4 sections.

1. Cover page

- Project Title
- Your Name & Title
- UT Campus & Mail Address
- Your College and Department
- Phone Number and Email

2. Abstract

Provide a one-paragraph summary of the project.

3. Narrative (maximum 3 pages)

Project Need
- What is the problem that you want to solve with the proposed project?
- List the course(s) benefiting from the project.
- How many students will be directly affected by the project?
- Describe how your project supports the UT Knoxville's initiative to become a Top 25 public research university (http://top25.utk.edu).

- **Product**. Describe the desired product/tangible outcome of this project (e.g., instructional video/online learning module/a redesigned course).
- **Project implementation and evaluation**. Describe how the project will be implemented in your class(es). In which semester will the course be offered? How will you and your students use the developed materials? What is your plan for evaluating the impact of the Faculty First project on your students?

Project Schedule:

Provide the project timeline using the format below. Note that this OIT project starts in February 2019 and may not extend beyond Dec 20, 2019. The project tasks and due dates may be revised during the planning meetings with the OIT staff.

Project Tasks and *Deliverables*	Responsible	Date
Example – Meet to finalize the *project scope*.	J Smith/OIT	February 19
Example - Provide *text content* for learning modules #1-5.	J Smith	March 19

4. Statement of institutional support

A brief statement of support from your department head must be submitted as part of the proposal. This may be emailed to talbright@utk.edu.

Proposal Submission

Please submit your proposal as either a Microsoft Word or Adobe PDF file attached to an email to talbright@utk.edu.

If you would like to discuss your ideas before submitting a proposal, please contact the Program Coordinator Tonya Albright (974-9670; talbright@utk.edu to schedule a meeting).

Faculty First Grant Program 2019 - Important Dates

Mon, January 07, 2019, 5pm	**Deadline for the proposal submission**. You should receive email confirmation from the Program Coordinator Tonya Albright within 24 hours of your proposal submission. **If you do not receive confirmation, please contact Tonya Albright (974-9670;** talbright@utk.edu **).**

Fri, January 18, 2019	**Before that date, pre-selected applicants contacted by OIT**. The OIT staff will contact pre-selected applicants to discuss their projects before making the final selection.
Mon, January 28, 2019	**Faculty First Program participants announced.** The Faculty First Program participants and their Department Heads will receive an award letter from OIT via mail. The selected participants will be announced in the OIT News Monthly Newsletter (https://oit.utk.edu/instructional/news-archives/) and proposal summaries will be posted at the OIT website (oit.utk.edu/instructional/grants/faculty-first)
Fri, February 08, 2019	**Before that date, a planning meeting scheduled.** An OIT staff member will contact you to schedule an initial 'project-scope' meeting. This individual will be your design and development specialist for the duration of the Program.
Fri, December 20, 2019	**Faculty First Program 2019 ends.** Your OIT project must be completed by December 20, 2019. The written report must be submitted to OIT before that date. The reports will be posted on the OIT News Monthly Newsletter (https://oit.utk.edu/instructional/news-archives/)