

**FUND FOR INNOVATIVE UNDERGRADUATE TEACHING**  
**Call for Proposals 2009, Deadline for Applications: 1 February 2010**

The Office of the Provost solicits proposals for projects designed to enrich and expand the classroom experience for **undergraduate students**. Since 1999 the Fund for Innovative Undergraduate Teaching has supported initiatives across the undergraduate curriculum.

All full-time faculty (tenure-track and non-tenure-track) are eligible to apply. Awards may range up to \$15,000. The deadline for receipt of applications is **1 February 2010**. Award recipients will be notified in early March, and funds are expected to be available beginning in mid-May.

An **informational breakfast** will be held for faculty who would like to chat with past Fund for Innovation Undergraduate Teaching award recipients. The breakfast is scheduled for 7:30-9:00 AM on Thursday, **January 21**, in the University Club Banquet Room. A follow-up Q&A session, scheduled for 3:30-5:00 PM on Wednesday, **January 27**, will be held at the University Club in Room A. This session will provide proposal writers an opportunity to go over any questions relating to the fund or to their proposals. **Please RSVP** to Dana Coyle (coyle@usc.edu, 213-821-3925).

**PRINCIPAL SELECTION CRITERIA**

This year's Fund will support ambitious proposals which aim to enhance the undergraduate curriculum at all levels.

We encourage particularly the development of new courses or modules which

- (i) incorporate project-based experiences, whether within a specific discipline or in a broader context;
- (ii) introduce multiple disciplinary perspectives on problems of scholarly or societal interest;
- (iii) provide opportunities for service learning within the USC neighborhood or Los Angeles as a whole; or
- (iv) allow for collaborative, as well as individual, learning experiences.

In some cases course innovations may be grounded in new pedagogical technologies. This is not required, however, and we encourage the submission of proposals based on the full range of learning modes.

Proposals are preferred for projects that include the following elements:

- (i) introduction of a fresh perspective to learning strategies;
- (ii) emphasis on active or experiential learning;
- (iii) articulation of desired educational outcomes and development of a reasonable assessment strategy; and
- (iv) formulation of a realistic plan of action, as well as a budget that fits the needs of the project.

## GUIDELINES

(1) Awards may be made for team projects and projects that involve Teaching Assistants. Awards may only be made to individual faculty members or groups of faculty, not to administrative units. All Principal Investigators must be full-time faculty.

(2) Awards are expected to range up to \$15,000. Budgets may include salary, wages, materials and supplies, travel, and consultation fees. Fringe benefits must be included. **All funds must be expended by 30 June 2011.** Faculty salaries may be paid only during the summer, and faculty salary requests should conform to University guidelines.

(3) Acceptance of an award entails the following obligations:

(a) To prepare a report on the project concept and progress to date, by mid-November 2010, as short essay publishable on the web site of the Center for Excellence in Teaching.

(b) To prepare a short final report, including:

- A budget summary; and,
- Copies of any material (e.g., assessment tools, scholarly publication(s) based on the project's results, workbooks, web sites, and CDs) produced for external distribution, upon project completion. The essay required in (a) may serve as a final report for projects completed before the November deadline.

(4) Deadline for submission to the **Center for Excellence in Teaching** (GFS 211, MC 1695) is **1 February 2010**. Proposals will be reviewed by a faculty panel appointed by Gene Bickers, Vice Provost for Undergraduate Programs.

## APPLICATION PROCEDURES

Applications for funding support should include the Cover Sheet (attachment) and the proposal (see below). Proposals must reach the Center for Excellence in Teaching by 1 February 2010.

### The Proposal

Please include the following information in your proposal:

(1) Proposal Abstract

Abstracts of funded proposals will be posted on the CET website.

(2) Background Information

Describe the course as it currently exists and the problem or need that your project addresses. Write a brief description of the course, the course goals and the student learning objectives, as well as the methods you use to teach, the course's function within and outside the student's major, and the type of student who usually takes the course.

(3) Proposed Changes or Innovations

Describe the types of changes or innovations that you are thinking of incorporating into the course, indicating how these changes will demonstrably affect both the learning environment and the student learning in your course. Please indicate whether your proposed change or innovation is an extension or a modification of best practices or methods and/or strategies relating to effective teaching and learning in your discipline.

(4) Significance/Impact

Include specific details on the significance of your project in addressing the perceived problem/need and its potential impact on the department/program and the University. Possible influencing factors: improved learning effectiveness, increased number of students, transferability of innovation within the University, opportunity for faculty to adopt a new learning strategy that would transfer to other courses they teach.

(5) Assessment of Student Learning

Indicate how you plan to assess student learning as a result of the proposed change or innovation.

(6) Timeline

Outline any changes you have already undertaken, and include a timeline indicating the projected completion dates.

(7) Budget Request

Please include a budget request with sufficient narrative to explain the proposed expenditures. Fringe benefits must accompany salary requests, using the current year's rate. All funds must be expended before 30 June 2010.

(8) Additional Sources of Support

Please indicate whether the project is receiving funding assistance from any other source (e.g., matching funding from department or school, Zumberge Research

and Innovation Fund), and if so, the nature and amount of such support. Matching funds or contributing funds from the school, division, or department for materials and supplies, equipment, or Teaching Assistants are greatly encouraged.

(9) Proposal Submissions

**Six** complete **printed copies** should be delivered to the Center for Excellence in Teaching at the following address and **one pdf** of the application should be sent to [uscet@use.edu](mailto:uscet@use.edu) with FIUT (and PI last name(s) in the subject line):

Fund for Innovative Undergraduate Teaching  
Center for Excellence in Teaching  
GFS 211 MC 1695  
3601 Watt Way  
University of Southern California  
Los Angeles, CA 90089-1695

The text and budget should be in double-spaced format with a 12-point font. The entire proposal should not exceed 10 pages in length. Appendices are not accepted.

**Questions**

Questions about the Fund for Innovative Undergraduate Teaching should be addressed to the Center for Excellence in Teaching at (213) 821-3925.

# **FUND FOR INNOVATIVE UNDERGRADUATE TEACHING COVER SHEET**

## **Contact Information**

Name of faculty:

Course title and number:

E-mail:

Phone:

Fax:

List of the normal teaching assignments of faculty involved in the project:

## **Description of Project**

This course is/will be offered in            Fall            Spring

Does this course satisfy any general education requirements?

Is this course a prerequisite for any courses?

What is the anticipated average enrollment of this course?

Anticipated project duration: