



***CELT Impact Grant***  
***for Course or Program Enhancement to Improve Quality***  
***and Productivity in Learning and Teaching***

Knowing that faculty and staff are key to defining what does and does not enhance learning and teaching, we are requesting proposals for projects to enhance course and program quality and productivity in AY 2009-2010. The goal is to address a specific academic problem or issue and to determine how that problem can be addressed. Proposals with strong support of one or more elements of the University Strategic Plan receive priority consideration. Funds awarded in the spring of 2009 are for the 2009-2010 academic year.

**Who may apply?**

All faculty, both tenure-track and temporary, and staff may apply. Graduate students employed as Teaching Associates (TAs) are not eligible, but are encouraged to let their deans, chairs, and sponsoring faculty know about activities, materials, supplies, and services they believe would help to enhance classroom instruction.

**What types of proposals are encouraged?**

- The call is for proposals of all types that will make a wide ranging or strong future impact at the department level or above, with or without an instructional technology component. As usual we are interested in projects of course, program, and curricular redesign.
- Proposals are encouraged that develop Faculty Professional Learning Communities. Although no predetermined dollar limit exists for grant proposals, we especially encourage proposals for small amounts (< \$2500) that have a proportionately strong impact. Larger grants will be considered, especially with matching funds.
- Funds may be used for such things as assigned time, student assistants, software, etc. It is especially important to delineate the anticipated cost and/or time needed for technical assistance related to the use of education technology. **(Note: You must check with Academic Technologies [ATEC] on campus in advance of submitting your proposal to have any technology issues, concerns or questions addressed.)** These proposals must include appropriate contributions from the department and/or the college to be submitted. The appropriate department, college, and university processes for course or program approval must be followed in initiating this CELT proposal.
- Tasks that are typical of regular faculty workload and expectations are not funded with Impact Grants. Equipment, which should be supplied by the college, or is already available on campus will not be approved. For assistance in computing your budget, please contact the Provost's Office.

**How does one apply?**

Submit the **ORIGINAL** and **ONE ELECTRONIC** copy of the proposal to your college dean by **Monday, March 2, 2009 at 5 PM**. Your dean needs to submit your proposal and your additional copy to the Office of the Provost, Campus zip 110 by **Monday, March 9, 2009 at 5 PM**. **Proposals must include the following:**

1. Cover page application-please include principal requestor and title on this page
2. Relevance to the Mission and Strategic Plan of the University
3. Rationale and Objectives: introduce the problem or issue, significance, explain how proposal will help, specific objectives, future impact of the project (e.g. Describe how the project could be replicated in or applied to other disciplines), explain why the need cannot be met by existing resources.
4. Plan: Research plan or design, and intended steps to implement (i.e. materials and methods), timeline
5. Evaluation of project success: instrument/methods of evaluation, final report expectations
6. Budget with breakdown of specific costs and Department or College contributions (As these are one-time funds, it must be made clear how the course, the project, or the product can be delivered in future years.)
7. Letters of endorsement from department chair and dean should detail their planned contributions (including OE). If the proposal involves more than one college, include a letter from each chair and dean.

**Who evaluates the proposals, and what criteria are used?**

A subcommittee of the CELT Advisory Committee, comprising faculty and staff, use the criteria found in the **Rubric for CELT Impact Grants** to make a recommendation to the CELT Director and Provost, who then make the final decision.

**When are announcements made?** On or before Friday, May 1, 2009.

**What type of reporting is required?** A final written report within 30 days of completion or the end of the fiscal year (FY) is required. Outcomes of the project, budget allocations, and an assessment of the instructional impact should be included. You will not be permitted to apply for a future CELT grant if your final written report is not submitted.

**How will I know CELT has received my proposal?** If you do not receive a letter of receipt from CELT (usually by email) within 10 working days after delivery to CELT, please contact the Provost's Office at 530-898-6101.



The Center for Excellence in Learning and Teaching  
Office of the Provost and Vice President for Academic Affairs  
California State University, Chico

## Application for CELT Impact Grant for Course or Program Re-Design to Enhance Quality and Productivity in Learning and Teaching

### I. Principal requestor, contact person, and project title

Name \_\_\_\_\_ Date \_\_\_\_\_

Title  Professor  Associate Professor  Assistant Professor  Lecturer  Staff

Department \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Office) \_\_\_\_\_ (Home or cell) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Names of co-requestors \_\_\_\_\_

(Provide above information for co-requestor(s) on a separate page.)

Title \_\_\_\_\_

(Provide brief title to indicate the nature of the project.)

### II. Relevance to Mission and Strategic Plan of the University

**III. Rationale and Objectives:** (Provide a brief summary of the problem addressed, project significance, how it will enhance students' learning, what other specific objectives of the project are, and future impact of the project)

**IV. Research plan or design, and intended steps to implement** (i.e. materials and methods), timeline

**V. Evaluation of project success:** (Provide information regarding the instruments/methods that will be used for assessing the project, the timeline for assessment, and how your final report fits into the plan.)

### VI. Budget

Total amount of funding requested \$ \_\_\_\_\_

Check below what the funds will be used for and provide specific breakdown of costs in the proposal:

- Reassigned Time @ Lecturer A/2, Step 7 (.2= \$4,744 + GSI) \$ 4,744 + GSI
- Printing \$ \_\_\_\_\_
- Student Assistance \$ \_\_\_\_\_
- Guest Lecturer \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**VII. Endorsements** (Attach two letters, one from the chair, or unit head, and one from the dean. It is essential that they each specifically indicate how the proposal supports the mission of the college, department and/or unit; each also must detail committed contributions to the project.)

## Rubric for CELT Impact Grant Proposals

Criteria		Unacceptable	Acceptable	Target
<b>II. Relevance to Mission of University, Strategic Plan</b>		Fails to include reference either the mission or the strategic plan.	Some demonstration of alignment with University Mission and Strategic Plan.	Strong demonstration of alignment with University Mission and one or more elements of the Strategic Plan.
<b>III. Rationale and Objectives</b>		Missing rationale or objectives are listed as general goals. Insufficient research cited.	Current research cited; objectives based on curricular or programmatic outcomes.	Rationale is significant and convincing; current research cited; clear outcomes; strong future or wide ranging impact.
<b>IV. Research Plan or Design and Steps to Implement (i.e. materials and methods)</b>		Plan is not identified, or implementation is vague.	Plan is identified and implementation is outlined.	Detailed plan identified, implementation clearly presented and directly aligned with evaluation.
		Vague, incomplete, or unreasonable sequence; no timeline.	Appropriate sequence and timeline.	Appropriate sequence and timeline specifically delineated.
<b>V. Evaluation of Project Success</b>	<b>Evaluation Instruments/ Methods</b>	No instruments or methods specified.	Instruments and/or methods are identified.	Example(s) of instrument(s) or narrative description. Form of analysis indicated.
	<b>Final Report to CELT</b>	Not included in plan, and/or no indication of accountability for final report.	Built into evaluation plan. Statement of who is accountable for submitting final report.	Built into evaluation plan and timeline. Statement of who is accountable for submitting final report.
<b>VI. Budget</b>		No budget or incomplete budget.	Provides specific breakdown of costs.	Provides specific breakdown of costs. Costs are clearly aligned to rationale and objectives. Effective use of \$.
<b>VII. College or Departmental Commitment</b>		No contributions; no letters of endorsements or only one letter.	Endorsements from Chair and Dean included, along with their intent to contribute	Strong endorsements and appropriate level of contributions from Chair and Dean included.
<b>Mechanics within Document (Spelling, Grammar, Formatting)</b>		Grammar and/or spelling mistakes; typos; inconsistency in fonts, spacing, or organization of information.	Few grammar or spelling mistakes; follows proposal guidelines; comprehensible language.	No grammar or spelling mistakes; follows proposal guidelines; easy to read and comprehend; well written.

Note. In constructing your narrative be aware that reviewers from many disciplines are reading your submission. While technical accuracy and specificity are important, it is also important that your prose be understandable by those not in your specific discipline.