To:    IFAS Faculty and Staff  
From:  R. Elaine Turner, Interim Dean

Requests for Proposals: CALS Instructional Grant Opportunities  
2014 CALS Instructional Improvement Mini-Grant  
2014 CALS Distance Education Mini-Grant

CALS teaching faculty and staff. We are pleased to announce the following requests for proposals relating to two funding initiatives in the college: 1) 2014 CALS Instructional Improvement Mini-Grants, and 2) 2014 CALS Distance Education Mini-Grants. Specific instructions for each initiative are including in this announcement.

These requests for proposals are open to all faculty members with teaching appointments in CALS and advising/teaching staff in IFAS. The due date for Instructional Improvement and DE Mini-Grant applications is Friday March 14, 2014. Applicants will be notified regarding the status of their application by Friday March 28, 2014.

Please submit your proposals for 2014 Instructional Improvement and Distance Education Mini-Grants via email to Dr. Al Wysocki (wysocki@ufl.edu). Also, direct questions related to the mini-grants to Dr. Wysocki.

Proposal guidelines are also posted at the following address:  
http://cals.ufl.edu/faculty-staff/minigrants.php
2014 CALS Instructional Improvement Mini-Grant Guidelines

1. The College of Agricultural and Life Sciences (CALS) will award individual Instructional Improvement Mini-Grants of up to $5,000 each for proposals focused on improving the quality of instructional programs in the college. The Instructional Improvement Grants have been expanded to encompass a wider range of proposals and funding requests.

2. Eligible recipients include faculty with teaching appointments in CALS and advising/teaching staff in IFAS. Proposals may include cooperators from other colleges/institutions. Unsatisfactory completion of a previous mini-grant (i.e., failure to submit a final report) from CALS precludes eligibility for a 2014 Instructional Improvement Mini-Grant.

3. Proposals will be evaluated on the basis of the potential for improving instruction in CALS courses, potential impact and feasibility of the proposal in the context of allocated funds, and clarity and focus of the proposal. Proposals will be evaluated by a faculty committee. Comments will be submitted to Interim Dean Elaine Turner for final decisions regarding funding.

4. Proposals can be submitted for development of instructional materials or other course enrichment activities, development of multimedia, visual aids or computer programs, to purchase software, hire temporary workers (OPS), outsource labor, or purchase instructional materials directly related to the project. Proposals may also be submitted for professional development (i.e., travel to a teaching conference, or workshop or online course registration fees), or course improvement via one-time equipment purchases for labs or classrooms. Instructional Improvement Mini-Grants are intended to support classroom or blended courses. (There is a separate mini-grant program specifically for distance education.) Collaborative proposals that cross units are encouraged.

5. Instructional improvement grants may not be used for purchasing expendable course supplies and materials (use material and supply fees for this) or recurring/ongoing salaries for current faculty or staff.

6. Each project must include an educational outcome or deliverable. Examples of deliverables include, but are not limited to, classroom activities, online support materials, software for simulation or critical thinking activities, instructional videos, reusable learning objects, guided learning materials, etc.

7. The deadline for proposal submission is Friday March 14, 2014, and must be submitted using the format provided on the next page. Recipients of Instructional Improvement Mini-Grants will be notified by March 28, 2014.

8. Recipients are required to submit a final project report by December 15, 2014. Funds must be spent by June 15, 2014, and a full accounting of expenditures is due upon project completion. Funds may be returned to CALS if the project is not completed and a report filed by the deadline.

Direct questions to: Al Wysocki, 2002 McCarty Hall (352-392-1963), wysocki@ufl.edu.
2014 CALS INSTRUCTIONAL IMPROVEMENT MINI-GRANT APPLICATION

Submit to: Al Wysocki, PO Box 110270, 2002 McCarty Hall D, wysocki@ufl.edu

Deadline – Friday March 14, 2014

[Maximum length = three pages]

Project title:

Name(s):

Department(s)/Program(s):

Course(s) involved:

Objective(s):

Justification:

Procedures, timeline, deliverables:

Anticipated benefits, and to whom:

Funds requested: $_____. [Please itemize expenditures]
2014 CALS Distance Education Mini-Grant Guidelines

1. The College of Agricultural and Life Sciences (CALS) will award individual Distance Education Mini-Grants of **up to $5,000 each** for proposals related to distance education.

2. Grant proposals must target (1) development of new courses or traditionally face-to-face courses for delivery via online platforms that serve a broad audience, or (2) enhancement of currently taught online courses to meet “exemplary” standards in the UF Markers of Excellence for Teaching in Online and Blended Courses [http://teach.ufl.edu/resources/uf-standards/](http://teach.ufl.edu/resources/uf-standards/).

3. This call is open to both undergraduate and graduate courses. Proposals including *matching funds* from Unit Leaders will be given highest priority. Priority will also be given to proposals for courses that are integrated into programs developed for distance education based degree and certificate offerings. Lower priority will be given to proposals with limited or no potential to impact statewide teaching programs.

4. The proposals will be evaluated and ranked by the CALS DE Advisory Committee on the basis of the potential for improving academic instruction using either asynchronous or synchronous online delivery technologies in a variety of instructional settings (e.g., 100% asynchronous web-based, synchronous using technology such as Adobe Connect, or a combination of asynchronous and face-to-face delivery where 80% or more of the content delivery takes place asynchronously). Additionally, proposals will be evaluated for their potential impact and feasibility in the context of allocated funds, clarity, and focus. Rankings and comments will be submitted to Interim Dean Elaine Turner for final decisions regarding funding.

5. Mini-grants may be used to purchase software, hire temporary workers (OPS) or outsource labor, or purchase other instructional materials directly related to the project. Mini-grants **may not** be used to purchase expendable course supplies and materials (use material and supply fees for this), salaries of current faculty or staff, desktop or laptop computers, or to attend professional meetings. Travel for training or collaboration with co-authors is permitted. Mini-grant proposals may not be tied together, thereby awarding more than $5,000 to a single project. However, common resources can be used to support different projects (e.g., hiring a person for $15,000 to assist three separate projects).

6. Principal Investigators are strongly encouraged to contact staff members (Ron Thomas and Mike Harrington) of the CALS Center for Online Learning and Technology (COLT) before you submit your proposal for instructional design and technology suggestions.

7. Each project must include an educational deliverable available for use no later than during the spring semester 2015. A project development timeline (minimum of six-month duration) must be included with the proposal. (Click on this link to see [Suggested Timeline for Course Development](#))

8. **The deadline for proposal submission is Friday March 14, 2014,** and must be submitted using the format provided on the next page. Recipients will be notified by March 28, 2014.

9. Recipients are required to submit a final project report by December 15, 2014, and a full accounting of expenditures is due upon project completion. Recipients are expected to present their projects at the annual CALS Teaching Enhancement Symposium in August 2015. **Recipients must meet with COLT staff to discuss their project timeline and needs. The funds will be transferred after meeting with COLT staff. Unspent funds will be returned to the Dean’s office.**

Questions: Al Wysocki, 2002 McCarty Hall (352-392-1963), wysocki@ufl.edu.
2014 CALS DISTANCE EDUCATION MINI-GRANT APPLICATION
Submit to: Al Wysocki, PO Box 110270, 2002 McCarty Hall D, wysocki@ufl.edu

Deadline – Friday March 14, 2014

[Maximum length = three pages]

Project title:

Name(s):

Department/Program:

Course(s) involved:

Delivery category*:

Objective(s):

Justification:

Timeline, procedures, deliverables

Anticipated benefits:

Funds requested: $_____. [Please itemize expenditures]

*Distance delivery categories are:

a. Web - Course material delivered over the Internet asynchronously, primarily using UF’s eLearning course management system.
b. SVC - (Synchronous virtual classroom) courses using a computer web browser and online software to connect students and faculty in live virtual sessions. Students may attend from any location capable of logging into the session online, but attendance during specific times may be mandatory.
c. A combination of Web and SVC