2025 CALS Instructional Improvement Mini Grants – Guidelines

1. The College of Agricultural and Life Sciences (CALS) will provide support for proposals focused on improving the quality of instructional programs in the college.

2. This call is open for both undergraduate and graduate courses. Eligible recipients include faculty with teaching appointments in CALS. Proposals may include cooperators from other colleges/institutions. Proposals are limited to a maximum request of $5,000. Unsatisfactory completion of a previous mini-grant from CALS precludes eligibility for a 2025 mini-grant.

3. Proposals will be evaluated based on the potential impact for improving instruction in CALS courses, feasibility of the proposal in the context of allocated funds, and clarity and focus of the proposal. Proposals will be evaluated and ranked by the CALS Dean's Office. Comments and recommendations will be submitted to Dean Kati Migliaccio for final decisions regarding funding.

4. Proposals can be submitted for assistance with inclusive course design, development of instructional materials or other course enrichment activities, development of experiential learning components (e.g., a Quest course), 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, 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. Travel in 2025 will be supported as part of this mini-grant program.

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

6. Each project <u>must</u> 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 video, reusable learning objects, SoTL (scholarship of teaching and learning) activities, etc.

7. **The deadline for proposal submission is Friday January 10, 2025.** Proposals must address the requested information included on the following page and be **submitted as a Word or PDF document emailed to Allen Wysocki (wysocki@ufl.edu)**. Recipients of instructional improvement mini grants will be notified by February 7, 2025, and funds transferred soon thereafter.

8. It is strongly suggested that recipients complete at least two professional development workshops or events related to the project, from among offerings by the [Center for Instructional Technology and Training](#) or the [Center for Teaching Excellence](#) (some of which count toward the Passport to Great Teaching badging program).

9.   Recipients are required to submit a final project report by December 15, 2025. The report is to include a) project title, b) people involved, c) department(s) represented, d) objectives of the proposal, e) funds awarded, f) funds utilized (full accounting of expenditures and any unspent funds returned to the Dean's office), and g) project accomplishments. *Funds will be returned to CALS* if the project is not completed, and a report filed by the deadline. Recipients may be invited to share their work at a future CALS Teaching Enhancement Symposium.

Questions: Al Wysocki, 2020 McCarty Hall D (352-392-1963), wysocki@ufl.edu
                Kati Migliaccio, 2001 McCarty Hall D (352-392-1961), klwhite@ufl.edu

<div align="center">

2025 CALS INSTRUCTIONAL IMPROVEMENT MINI-GRANT PROPOSAL
Submit to: Al Wysocki, wysocki@ufl.edu
Deadline – Friday January 10, 2025

[Maximum length = <u>five</u> pages]

</div>

Include the following components in your proposal:

Project title:

Name(s):

Course(s) involved:

Department/Program:

Objective(s):

Justification (why do you need funding to complete the project?):

Procedures, timeline:

Deliverables and anticipated benefits (include the intended impact on student success):

Funds requested: $_____. [Please itemize planned expenditures]