

## 2016 CALS Mini Grant Program for Distance Education – Guidelines

1. The College of Agricultural and Life Sciences (CALS) will award **mini grants of up to \$5,000 each** for developing distance education (DE) courses.
2. Grant proposals must target (1) new courses or traditionally face-to-face courses for delivery via online platforms that serve a broad audience, or (2) enhance currently taught online courses to meet “exemplary” standards in the UF Markers of Excellence for Teaching in Online and Blended course <http://teach.ufl.edu/resources/uf-standards/>.
3. This call is open to both undergraduate and graduate courses. Although matching funds are not required, 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 Dean’s office 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 Dean R. 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 for purchasing expendable course supplies and materials (use material and supply fees and distance learning fees for this), salaries of current faculty or staff, desktop or laptop computers, page charges for journal articles, or attending 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 3 separate projects).
6. Principle Investigators are required to meet with staff members of the CALS Center for Online Learning & Technology (COLT) before you submit your proposal for instructional design and technology suggestions for this mini-grant proposal. *Contact Ron Thomas and Mike Harrington at the COLT.* The Principle Investigator(s) *must* meet with staff members of IFAS ICS if you need video work as part of the proposal.
7. Each project must include an educational deliverable available for use no later than Spring semester 2017. 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 February 12, 2016** and must be submitted using the format provided below. Recipients of mini grants will be notified by *February 26, 2016*.
9. Recipients are required to submit a final project report by December 15, 2016 and a full accounting of expenditures is due upon project completion. Recipients are expected to present their projects at the annual Teaching Enhancement Symposium in August. *Recipients are expected to meet with COLT staff to discuss their project timeline and needs. The funds will be transferred after meeting with COLT staff and successful completion of the Faculty Institute online training in Sakai. Unspent funds will be returned to the Dean’s office.*

Questions: Al Wysocki, 2002 McCarty Hall (352-392-1963), [wysocki@ufl.edu](mailto:wysocki@ufl.edu).

**2016 CALS DE MINI GRANT APPLICATION**  
**Submit to: Al Wysocki, PO Box 110270, 2002 McCarty Hall D, [wysocki@ufl.edu](mailto:wysocki@ufl.edu)**  
**Deadline – Friday February 12, 2016**

**[Maximum length = three pages]**

**Project title:**

**Name(s):**

**Course(s) involved:**

**Department/Program:**

**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 eLearning's 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. Attending may be done 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