CALL FOR PROPOSALS
VILLANOVA INSTITUTE FOR TEACHING AND LEARNING (VITAL) MINIGRANTS FOR 2024 – 2025
SUBMISSION DEADLINE – FRIDAY, MARCH 15 BY 5:00 P.M.

VILLANOVA INSTITUTE FOR TEACHING AND LEARNING

PURPOSE OF GRANT PROGRAM

The Villanova Institute for Teaching and Learning (VITAL) is pleased to announce the continuation of its internal Minigrant program. The purpose of these instructional grants is to support full-time Villanova faculty members in fostering advances in undergraduate and graduate teaching and learning at Villanova, implementing the University and College learning goals, and exploring the use of new instructional approaches.

WHAT TYPES OF PROJECTS ARE FUNDED?

The main goal of the grants is to support the **integration of new teaching and learning approaches in existing courses.** As faculty members differ in their pedagogical practices, VITAL invites proposals that reflect instructional strategies that are **new to the faculty member(s) or to the department/academic program and that attend to student learning challenge(s) and needs and/or address curricular change(s)**. Projects in which applicants seek to enrich their students' learning by applying existing innovations in a way that constitutes a change for the applicants or for their department are welcome. The proposal does not have to include the development of "cutting edge" instructional innovations, although these are also encouraged. **Evidence of the sustainability** of proposed projects is a central condition for potential funding; that is, continued offering and student enrollment. Projects that pertain to suggested educational topics/areas are of special interest.

*To support submission of strong projects, interested faculty members are highly encouraged to contact Dr. Gabriele Bauer, Director, VITAL, e-mail gabriele.bauer@villanova.edu with proposal ideas **before submitting a full proposal**.*

NOTE. Forty percent of the funds available for 2024-2025 instructional grant projects will be dedicated to enrich graduate courses and/or graduate programs.

WHAT ABOUT THE DEVELOPMENT OF NEW COURSES?

Proposals for new course development *per se* **are not supported** by VITAL Minigrants. If the course proposal includes **new teaching and learning approaches along with new content**, however, the project will be considered for funding. **Evidence of the sustainability** of new courses constitutes a critical condition for funding considerations; that is, significance/relevance of the new course, continued offering and expected student enrollment.

WHAT IS THE PROBABILITY OF BEING AWARDED A MINIGRANT?

In the past five years, approximately 80% of the Minigrant proposals submitted were funded. In general, non-funded proposals failed to carefully adhere to the guidelines and criteria outlined in the Call for Proposals. Please refer to the *Grant Proposal Peer Review Form* for a listing of criteria that guide the peer review process. You may review successful past proposal submissions in the VITAL office by appointment.

HOW MUCH ARE THE GRANTS WORTH?

The VITAL Minigrant program offers grants of up to **$8,900** per individual (maximum summer stipend **$6,900** per individual) or an equivalent amount for teams of faculty. **Requests for summer stipend** need to demonstrate how the project represents efforts **above and beyond** typical instruction-related activities expected of a faculty member. Total funding requested in non-stipend budget categories cannot exceed $2,000 for the project. Please refer to "Application Process" on page 3 for details.

HOW MUCH ARE THE GRANTS WORTH? cont.

In your funding request, please ensure that the funding requested is **appropriate** to the nature and scope of the project. Indicate why each requested budget item is **essential** to the project. Not all grants are funded for the amount requested.

SUGGESTED EDUCATIONAL AREAS FOR VITAL MINIGRANT FUNDING

Of interest are proposals that address the educational areas outlined below. Compelling and relevant proposals that fall outside these areas are invited.

- *Enrichment of Graduate Students' Learning Experiences* across all delivery modes (in-person, blended, and online courses.) For example, cross-disciplinary model for professional development and career preparation, research seminar that integrates digital scholarship methods and tools.

- *Inclusive Learning Environments/Antiracist/Social Justice/Multicultural/International Curricula* – Integration of teaching approaches that support inclusive learning environments and neurodivergent learners. Learning activities that are designed to bring multicultural and/or international perspectives into existing course and/or program curriculum. Projects that extend diversity, equity, antiracist, and social justice initiatives at the department/academic program level.

  Digital Scholarship extends traditional methods of research by leveraging technologies (such as visualization, GIS mapping, text, and data mining) to advance research, collaboration, teaching, and learning across disciplines. How might students' research experience benefit from integrating digital scholarship methods and tools? Priority will be given to proposals that foreground collaborations with colleagues at Falvey Memorial Library. *Please consult with Erica Hayes, Digital Scholarship Librarian at erica.hayes@villanova.edu or visit the Digital Scholarship Lab.*

- *Open Educational Resources (OER)* – Expensive textbooks present students with challenges and difficult choices. OER provides free to use, accessible, and openly licensed digital or print materials to students. How might your course be enhanced by finding OER materials to use or adopting existing OER materials? *Please consult with your Subject Librarian; Find your Subject Librarian*

- *Intentional Use of Technologies in Support of Engaged Learning Across all Modalities* – Teaching with technology/social media/Office 365 tools, permeates in-person, blended, and online course offerings. What aspects of student learning in your course/program might be supported via the intentional integration of technology? For example, assignments with multimedia focus, online self-paced tutorials, or instructional video development with embedded assessment.

- *Engaged Student Learning*, including approaches such as project-based learning, group-based learning, and flipped learning, especially in (but not limited to) the science, technology, engineering, and mathematics (STEM) disciplines. Revision and/or integration of discussion-based, case-based, performance-based, and writing -intensive courses, especially in (but not limited to) the arts, humanities, and social sciences.

- *New Instructional Approaches that Advance Villanova's Mission* to promote interfaith dialog, integrate moral and ethical values or the impact of various religious faiths on society, public policy, and/or the human condition, especially but not limited to those inherent in Villanova's Catholic and Augustinian heritage.

WHO IS ELIGIBLE?

Full-time tenured, tenure-track, and continuing non-tenure track faculty are eligible. These faculty who also hold secondary administrative appointments making them full time are also eligible. Tenure-track and continuing non-tenure track faculty who are in their first year at Villanova are encouraged to co-apply with a more senior colleague(s). **First year faculty** who will receive **summer research funding** are encouraged to consult with their department chair/program director prior to application and discuss in their proposal how they will dedicate time to both summer projects, if funded.

WHO IS ELIGIBLE? cont.

Full-time professional staff that, per their appointment, hold core teaching responsibilities in the department/academic program, visiting faculty, and postdoctoral teaching fellows may be co-applicants, if there is a primary and/or co-applicant with full eligibility. Full-time faculty who have a **sabbatical** during the 2024-2025 academic year are **not eligible** to apply. Minigrant recipients are **not eligible** to apply for two consecutive years following the award. Please refer to the Administrative Policies section, page 6, items #2 and #3.

HOW MAY GRANT FUNDS BE USED?

Grant funds may be used for faculty summer stipend(s); honoraria (for individuals with 12-month appointments); project-related travel expenses of applicant(s); registration for virtual and/or in-person attendance at professional instructional development program; external guest speakers' or consultants' fees; graduate and/or undergraduate student support (research and/or technical); and limited equipment and supply expenses or other resources needed to complete, implement, and evaluate the VITAL Minigrant project. Please refer to the Administrative Policies section, page 6, items #5 and #6.

WHOM MAY I CONSULT BEFORE I SUBMIT A FULL PROPOSAL?

*To support submission of strong projects, interested faculty members are highly encouraged to contact Dr. Gabriele Bauer, Director, VITAL, e-mail gabriele.bauer@villanova.edu with proposal ideas **before submitting a full proposal**.* Please refer to the listing of suggested educational topics/areas, and carefully review the grant application process. Please do **not** send grant inquiries to VITAL's e-mail account. *We strongly recommend that applicants **consult past grant recipients** (AY 2023-2024 and AY 2018-2022) and/or a member of the Faculty Review Committee while developing their proposals.*

APPLICATION PROCESS

Applicants for a VITAL Minigrant should submit the completed proposal **with appropriate signatures as a single PDF file** via e-mail to the VITAL office at vitalinfo@villanova.edu. Please note "VITAL Minigrants for 2024-2025" in the subject line. You will receive an electronic confirmation of receipt of your proposal.

The Office of the Dean and the department/academic program will **submit their letters of support directly to the VITAL office** at vitalinfo@villanova.edu. Applicants are advised to **contact their department/academic program and Dean's Office two weeks prior to the deadline, by Mon., February 26**, to allow adequate time for review and letter of support preparation. Please access the template for the letters of support on the VITAL site and send directly to the pertinent parties.

Application deadline: **Friday, MARCH 15 by 5:00 P.M.** Applications received after this time will not be considered for funding. Announcement of Award: Mid-April 2024.

PROPOSAL GUIDELINES

The proposal must include all three sections in the order outlined below: (1) Cover Page, (2) Narrative, and (3) Budget Request. The applicant should prepare a **concise five (5) page maximum proposal (double-spaced pages in 12 pt. font)** along with the Cover Page and Budget Request. *The entire proposal* (excluding Cover Page and Budget Request) *should not exceed five (5) pages*. Proposals that do not comply with the page limit guidelines will be returned without review. Please submit the proposal according to the **order of items** outlined below:

1. **COVER PAGE** *(template provided at the end of the Call for Proposals)*
   The cover page is the first page of the proposal application and should **include a concise description** of the project, including its *desired impact on students' learning* (i.e., how will the students' learning experience be enhanced as a result of the project), limited to **75 words**.

PROPOSAL GUIDELINES cont.

2. **LETTER OF SUPPORT: DEPARTMENT CHAIR/ACADEMIC PROGRAM DIRECTOR AND DEAN**
   Applicants are responsible for advising the department chair/ program director and Dean of their
   College (or the designated representative) of their grant application. Applicants are advised to e-mail
   the **letter of support template** along with the proposal to the department chair/academic program
   director and Dean **two weeks prior to the deadline**, **by Mon., February 26** to allow adequate time for
   review. The offices will send their letters of support for the proposal directly to the VITAL office at
   vitalinfo@villanova.edu The letter of support for **new course proposals** must confirm the strong
   probability that the proposed course will be offered regularly.
   When applications involve more than one college or department, the supporting letter of each
   department chair and Dean is needed.
   Link to Letter of Support Templates (PDF)

   > *Contacts for Deans' Letters of Support:*

   College of Liberal Arts & Sciences: Seth M. Fishman, PhD, Assistant Dean of Curriculum and
   >   Assessment, Email and Adele Lindenmeyr, PhD , Dean, Email
   College of Engineering: Noelle Comolli, PhD, Associate Dean for Faculty Affairs, Email
   M. Louise Fitzpatrick College of Nursing: Catherine Lovecchio, PhD, RN, Associate Dean of the
   >   Undergraduate Program, Email and
   >   Mary Terhaar, PhD, RN, ANEF, FAAN, Associate Dean for the Graduate Program, Email and
   >   Bette Mariani, PhD, RN, ANEF, FAAN, Vice Dean for Academics, Email
   Villanova School of Business: Julie Pirsch, PhD, Associate Dean, Teaching and Learning, Email
   College of Professional Studies: Pete Watkins, PhD, Director, Teaching, Learning and Assessment, Email
   Charles Widger School of Law: Andrew Lund, JD, Associate Dean of Academic Affairs, Email

3. **NARRATIVE** *(does not include the cover page and budget request)*
   Please limit to **five (5) numbered double-spaced pages in 12 pt. font**, place following the cover page.
   The narrative should include the following:

   3.1. Rationale *(1-2 pages)*:

   - 3.1.1   Clearly state the teaching-learning issue or students' learning needs/challenge(s) that
     the proposal addresses.
   - 3.1.2   Describe how the proposed approach is expected to address the issue and how
     the students' learning experience will be enhanced.
   - 3.1.3   Explain **why** and **how** this project is important to your students' learning **and** to
     your instructional professional development as a faculty member. **Please give specific
     examples when addressing this item**. Support your proposal by incorporating and
     referencing the research-supported literature on learning, teaching, and assessment.

   3.2. Alignment with Educational Goals of Department and/or College (*1-2 paragraphs)*:
   Describe the ways in which the proposed project is expected to address departmental and/or
   College educational goals. Please refer to specific goals.

   ***3.3.* Learning Goals, Instructional Activities, and Assessment of Students' Learning** *(2-3 pages)*:
   State specifically what the project is intended to accomplish. This section should entail an outline
   of desired learning goals, instructional activities in support of these learning goals, and
   assessments that support the learning goals. Please address the following questions:

   - What content knowledge, skills, competencies, and/or values will students be expected to
     be able to demonstrate as a result of their participation in this project?

   - What teaching approaches will be most conducive to students' achieving the learning
     goals? How will the instructional activities support student achievement of the desired
     learning goals?

PROPOSAL GUIDELINES cont.

3.3.Learning Goals, Instructional Activities, and Assessment of Students' Learning cont. *(2-3 pages)*:

- How will you know to what extent students achieved the intended learning goals? What evidence and analyses do you expect to provide? What assessments are most appropriate given the intended learning goals? How well do the proposed assessments support the learning goals?

  Please include **examples** of the types of assignments and other measures that you might use to assess the changes and/or improvements in students' learning that you expect to result from the proposed project. **This is an important part of your proposal; please provide detailed information.** This information should include a description of how you intend to measure students' knowledge, skills, or competencies at the <u>beginning</u> of the project so that you can evaluate the effectiveness of the project activities at the end.

3.4.Time Schedule (*1 paragraph)*:
Outline the stages of the project and its expected beginning and ending dates in the summer. State the semester in which the project is expected to be offered for the first time. Please make sure the time allocation for the project aligns with the amount requested for summer stipend(s). *Please include an approximation of the number of hours per week that will be spent on the project, along with a description of the specific project-related activities that will be conducted during that time.* Please present the time schedule, including estimated hours per week, in table format.

4. **BUDGET REQUEST** *(template provided at the end of the Call for Proposals)*
Please provide a complete listing of all resources and financial support needed given the scope of the project, along with a **rationale** for the budget items requested. Indicate **why each requested budget item is essential** to the project. Requests for summer stipends **must include an approximation of the number of hours per week that will be spent on the project**, along with a description of the specific project-related activities that will be conducted during that time.

    4.1.If applying for a summer stipend (faculty with 9-month appointments) or honorarium (individuals with 12-month appointments), **$6,900** is the maximum amount that can be requested per individual in the stipend or honorarium category. For this maximum amount, the time committed to the project is expected to be equivalent to the time involved in developing a new 3-credit course (between 120 – 140 hours).

    4.2.Total funding requested in the other budget categories cannot exceed **$2,000** for the project.

    4.3.Only budget items **essential** to the project should be included in the budget request. Requested funding needs to be **relative** to the scope of the project. Funds may not be requested to purchase equipment, materials, or services already available on campus or that are expected to be provided by departments. Please refer to "Administrative Policies," page 8, item #5.

5. **LITERATURE CITED**
Support your proposal by incorporating and referencing the research-supported literature on learning, teaching, and assessment.

CRITERIA FOR JUDGING THE MERITS OF EACH PROPOSAL

The proposal . . . .
1. includes all information requested and adheres to page limit. Letters of Support are submitted directly to VITAL by the department/academic program and the Dean's Office.
   Proposals that do not comply with the page limit guidelines will be returned without review.
2. aligns strongly with the educational goals of the department and/or College.
3. offers clear rationale, i.e., explains what students' learning issue(s) the project addresses and describes how the project is expected to lead to a change and/or enhancement in students' learning.

CRITERIA FOR JUDGING THE MERITS OF EACH PROPOSAL cont.

The proposal . . .

4. outlines well-defined goals for students' learning.
5. describes instructional activities that support the desired learning goals.
6. presents assessments of students' learning that support the desired learning goals.
7. specifies procedures for project implementation and outlines proposed time schedule for grant work during the summer.
8. establishes the potential for sustainability of the project, i.e., continued offering and student enrollment.
9. demonstrates how the scope of the project represents an effort **above and beyond** the typical instruction-related activities expected of a faculty member.
10. supports that the funding requested is appropriate to the scope of the project, provides a rationale for requested budget items, and states the approximate number of hours per week spent on the project.

METHOD OF SELECTION

The VITAL Minigrant Peer Review Committee will use the preceding criteria (*Grant Proposal Peer Review Form*) to evaluate all proposals submitted and make funding recommendations. The committee, chaired by the director of VITAL, is composed of faculty members from each college and includes past Minigrant recipients. Final approval for funding will come from the Office of the Provost. Awards will be announced in mid-April and funding will begin in June 2024.

ADMINISTRATIVE POLICIES OF THE PROGRAM

1. Grants will be proposed and awarded during the 2024 spring semester for faculty grant work in the 2024 summer. Courses affected by the project must be offered during the 2024-2025 academic year, except under special circumstances.

2. An individual may not apply for more than one Minigrant each year. Minigrant recipients are not eligible to apply for two consecutive years following the award. Individuals who apply for subsequent grants must have fulfilled the conditions of their previous VITAL Minigrant(s) and must have demonstrated the success of those projects.

3. Grant applications for summer 2024 projects will not be considered for funding if the applicant has received a 2024 University Summer Grant from the Office of the Provost. Applicants to other University or College-sponsored grant programs, or outside funding sources need to indicate such applications. *Applicants may receive summer stipends from only one funding source.*
Exception to funding restrictions: Applicants who continue to receive external summer funding that was awarded in year(s) prior to the current minigrant grant cycle.

4. Awards are made contingent upon the agreement of each recipient to fulfill the specific conditions noted in the award letter and to submit a final written report and evaluation of the project within 30 days of the project's completion, in addition to any interim reports indicated in the award letter.

5. Project funds may not be used to purchase equipment, materials, or services already available on campus or that are expected to be provided by departments. For example, applicants should consult with colleagues at Falvey Memorial Library regarding instructional resources, books, OER materials.

6. All expenditures related to the project must be handled according to University policies and procedures. In-person travel will be contingent on university policy at the time of travel.

Templates for **Cover Page** *and* **Budget Request** *follow.*

COVER PAGE

Application for 2024 - 2025 Minigrant
Villanova Institute for Teaching and Learning (VITAL)

I. **Title of Project**_____

II. **Succinct Description of Project,** including desired impact on students' learning *(limited to 75 words)*:

III. **Faculty Member(s) Submitting Proposal:**

Name (First, Last) _____ Title: _____
Department/Academic Program _____
Name (First, Last) _____ Title: _____
Department/Academic Program _____

IV. **Nature of Project: Please check as appropriate**

(a) Revision of Existing Course ____   (b) Development of New Course ____   (c) Other ____ Please explain
_____

V. **Course(s) Affiliated with Project:**

Course #_____   Title_____ # of Students Enrolled_____
Course #_____   Title_____ # of Students Enrolled_____

VI. **Semester the Project Will Be Offered for First Time**: _____

VII. **Timeline for Continuous Project Offering**: _____

VIII. **Application to other University/College Funded Grant Program(s)**:   Yes_____   No_____
Application to External Grant Program   Yes_____   No_____
If Yes, please explain: _____

IX. **Signatures of Faculty Applicant(s), Department Chair, and/or Academic Program Director:**

Faculty Member(s) Submitting Proposal
_____   Date_____
_____   Date_____

Department Chair and/or Academic Program Director
_____   Date_____
_____   Date_____

BUDGET REQUEST
2024-2025 MINIGRANT PROPOSAL
Villanova Institute for Teaching and Learning (VITAL)

Please list all budget items under the appropriate category; provide the estimated cost **and rationale** for all budget items. Requested budget items need to be **essential** and **relative** to the scope of the project.
If rationale for funding is not provided, the requested budget item may not be funded.
Maximum amount for project-related funding: $2,000

Budget Categories and Rationale	**$ Funding Requested**
Summer Stipend – faculty with 9-month appointments *($6,9000 maximum per individual)* *State approximate **number of hours/week** spent on project* Rationale:	
Honoraria - individuals with 12-month appointments *($6,900 maximum per individual)* *State approximate **number of hours/week** spent on project* Rationale:	
Travel of Applicant(s) – *indicate **relevance** of travel (within 2024-2025 academic year) to project* Rationale:	
Participation in Professional Instructional Development Program (e.g., workshop/webinar) – *indicate **relevance** of event (within 2024-2025 academic year) to project* Rationale:	
Consultant Fee (non-Villanova affiliated) - *Does **not** include meals.* Rationale:	
Honorarium for Guest Presenter (non-Villanova affiliated) - *Does **not** include meals.* Rationale:	
Student Labor - undergraduate and/or graduate student based on department rate (total number of hours x hourly rate) Rationale:	
Supplies/Materials (not available on campus) Rationale:	
Equipment/Software (not available on campus) Rationale:	
Other - *please explain*	
TOTAL $ FUNDING REQUESTED:	