

Office of the Provost Tufts Innovates Seed Grant Program

Round VII Guidelines 2017-2018

The **Tufts Innovates** seed grant program seeks to spark imaginative ideas to enhance learning and teaching, including approaches that integrate research and are interdisciplinary. Supported projects are expected to catalyze sustainable initiatives across schools and programs, and may lead to further opportunities for internal and external funding. *Tufts Innovates* is funded by the Office of the Provost and overseen by the Office of the Associate Provost Dawn G. Terkla.

Eligibility

The following people at Tufts are eligible to apply for a Tufts Innovates grant:

- faculty members active in education and scholarship,
- undergraduate, graduate or professional students in good academic standing, provided the proposal includes a full time faculty sponsor who will be responsible for managing the seed grant, and
- staff members (e.g., library, technology, student services) directly involved in educational program development.

Each proposal must designate a single lead principal investigator, who must be a full time Tufts University faculty member.

Amount and Duration

Seed grants may range from \$500 to \$25,000. Funds will become available on or after July 1, 2017. The grant period for Tufts Innovates is one year. Most projects are expected to begin July 1, 2017. If necessary, a project may start earlier, but in any event, not earlier than June 1, 2017. Funded proposals should be implemented and all expenditures incurred no later than June 30, 2018.

Selection Process and Criteria

All proposals will be vetted through the academic or associate deans of the appropriate schools, followed by a University-wide peer-review process. In addition to compliance with the Seed Grant Conditions for Use of Funds, selection criteria will include those listed below. How the selection criteria are applied will be informed by the different policies and practices of the applicable school(s).

1. *Innovative*. The proposal demonstrates innovative and creative ideas for enhancing learning within the professor's current pedagogy, or within the applicable department, the Tufts Community, and/or the academic field. Special consideration will be given to projects that demonstrate teaching innovation with inclusion as a focus.
2. *Current and future impact on Tufts constituencies, curriculum, and mission*.
 - a. *Focus on Tufts students*. The innovation is primarily directed to enhancing learning by students who are enrolled full-time in a degree granting program at Tufts. The estimated number of undergraduate, graduate and professional students directly affected must be stated in the proposal and will be a factor in the evaluation.

- b. *Sustainability and scalability.* The proposal shows how the innovation will be sustainable and scalable past the initial implementation, at least in the discipline where applied. If significant risks are associated with the proposed development and implementation, then the proposal addresses how those risks will be mitigated.
 - c. *Transferability.* Proposals that develop innovations that are readily transferable or adaptable to other constituencies, departments and/or schools are strongly encouraged. Proposers are encouraged to include funding for the development of templates and other materials that enable other instructors to bring the same innovations into their teaching.
3. *Proposal clarity and assessment plan.* The proposal clearly describes the need(s) to be addressed and the project goals, and includes a concrete description of each stage of development and implementation of the innovation.

Every Tufts Innovates proposal must contain an Assessment Plan, consisting of the following:

- a. Learning objectives in measurable terms for each aspect of the grant.
 - b. An explanation of the methods/tools that will be used to measure the outcome of each objective.
4. *Support and feasibility.* Evidence of support from the associated department(s) and school(s) is required. (Financial support from the associated department(s) is not required, but funding for equipment is more likely to be approved with department or school co-sponsorship.)

Feasibility of the proposed activities within the proposed timeline will be considered within the departmental, programmatic and/or school framework. Considerations will include:

- a. The principal investigator and the other team members must be able to commit the time needed for the project.
- b. The key member or members of the faculty team must have experience teaching the targeted student population.
- c. While feasibility is a criterion, assured success is not. While all proposals should strive to develop successful innovations, it is also expected that valuable lessons will be learned when particularly innovative projects are not as successful as planned.
- d. The plan should consider the effective use of and coordination with existing Tufts resources, as they can often have an important impact on the outcome of a project.

The following criteria are not required, but will be considered favorably:

- 1. *Use of educational technology.* Proposals that incorporate educational technology that moves beyond what is the norm at one's school are highly encouraged.
- 2. *Leverage of external funding.* Proposals that leverage external and/or continued funding or have a strong potential for outside funding are strongly encouraged.
- 3. *Focus on inclusion.* Proposals to create or improve upon inclusive classrooms are encouraged. Such proposals may incorporate technology or other pedagogical tools to ensure that all students are able to participate in an effective teaching and learning experience.

Prior recipients of Tufts Innovates or Tufts Collaborates awards are eligible to submit a proposal for a new seed grant. The status of the prior project will be considered in the evaluation.

Seed Grant Conditions for Use of Funds

Seed grant funds may only be used to support reasonable and necessary **direct** costs to carry out the project, and will only be distributed based on actual expenses of approved items detailed in the project's budget using the **Budget Form**. The principal investigator will be responsible for managing the seed grant. Funds will be disbursed through the school with which the lead principal investigator is primarily affiliated for the project. The project and budget must follow the policies of the applicable school(s) and Tufts University.

Expenditures for faculty salaries (summer or academic year) and/or course release time are permitted **according to school policies** and appropriate approval for each participant. Typically, faculty time is supported only for activities that entail efforts well beyond normal course development. Fringe benefits charges for personnel should be included in preparing the project's budget. Student pay during the summer will be subject to the applicable rate for fringe benefits and the additional cost should be included in the budget. Student pay during the academic year (September-May) is not subject to a fringe benefits charge.

Faculty may enlist students (including graduate, professional, and undergraduate students) to work with them, including them as research assistants or teaching assistants. Stipends should be allocated in accordance with standard school/departmental rates.

While estimated fringe benefit rates are provided on the **Budget Form**, the rate applicable in a particular circumstance may be different, based on several factors (e.g. when the compensation is paid and whether a faculty member is full-time or part-time). If a question arises as to what rate applies, the school's financial officer(s) will provide the relevant rate.

Examples of other expenses include:

- Honoraria for guest faculty and speakers (non-core course faculty and instructors) (If an honorarium is paid to a Tufts faculty member, generally a benefits charge should be added at the supplemental rate.)
- Transportation costs for field trips directly related to the project
- Technology and communications support (beyond standard services provided by Educational and Scholarly Technology Services in-kind) for development, implementation and course products' dissemination
- Books and supplies necessary for the project

Generally, the budget may not be used to pay for:

- Full-time staff, whether as a supplement to their regular pay or as a portion of their regular pay
- Indirect costs and overhead
- Tuition costs
- Catering, refreshment costs or meals
- Laptop computers
- Student Health Insurance
- Services from external vendors that could be provided at lower cost within the Tufts community (e.g. funds for a Dropbox account when the university already has an institutional Box license). Consult with Donna Qualters and Paul Bergen when creating your budget to ensure you are pricing academic and technology services appropriately

Any equipment must be primarily for use by Tufts faculty, students, and staff for the proposed effort. Equipment purchased is property of the Office of the Provost; transfer of ownership will be considered at the end of the grant period. Equipment purchases are more likely to be approved with department or school co-sponsorship. No equipment or animals may be purchased within 90 days of the grant end date.

The proposal review committee retains the right to veto any budget item it deems unallowable. Seed grants may be conditioned on budget modifications.

All grant funds are subject to relevant university, state and federal guidelines. Please refer to the [Tufts IP Policy](#) for questions regarding intellectual property.

Post Award Review, Reporting, and Presentation Requirements

If the project involves the development of a new course or a substantial revision to a current course, then the syllabus/course plan must be reviewed and approved by the appropriate curriculum committee(s)/department chair(s), as required by each school/department.

1. **Interim Report:** By **Friday February 2, 2018**, the grant recipients must provide to the Office of the Provost a brief report to verify progress on the proposed time line.
2. **Final Report:** By **Friday August 31, 2018**, the grant recipients must provide to the Office of the Provost a final report of no longer than 5 single-spaced pages accompanied by other relevant products or evidence of the completion of the funded activity. The summary report should describe:
 - a. the work that was accomplished;
 - b. any significant deviations from or extensions to the project described in the original proposal;
 - c. the outcomes/impact of the project, including the number of courses/students impacted and the results of the implementation of the assessment plan; and
 - d. a final accounting of actual expenses.

The final report should also address the following questions:

- a. How will the project's innovations and enhancements be carried forward and sustained within the project's target audience and discipline(s)?
 - b. Of the teaching lessons learned, which may be applicable to other content areas, courses, schools?
 - c. Are there any lessons learned that should be shared with current and future Tufts Innovates grantees?
3. Grant recipients will be required to share their work through a poster at the annual **Tufts Teaching Conference** during the 2018-2019 academic year. The Office of the Provost will fund up to \$100 for the cost of a poster upon submission of receipts. This cost need not be included in the project's budget.
 4. It is requested that any media (including written materials, posters, photograph, videos, etc.) related to the project during the grant period include a reference to the Tufts Innovates seed grant program.

Procedure for Submitting Proposals

Proposals for funding should be submitted electronically to innovates@tufts.edu **no later than 11:59pm, Friday January 20, 2017** (the original deadline was 1/13/17 and was extended on 10/26/16).

Use an Arial Helvetica, Palatino Linotype, or Georgia or Times New Roman typeface, size 11 point or larger. Use standard paper size (8 ½" x 11) with at least one-half inch margins for all pages. No information should appear in the margins.

All proposals should include the following sections as a single, electronic document in the following order, with the Budget Form attached as a separate, writable Excel file.

1. **Seed Grant Submission Form.** This form must be signed by your school dean, indicating awareness of and tentative approval of the proposed project.
2. **Proposal Narrative** (no more than two, single-spaced pages). Describe the proposed project, including: goals, activities, expected outcomes, a timeline for completion, and potential for subsequent external funding (if applicable).

The proposal should describe how the project was developed, how it will enhance student learning and/or teaching, and why it is particularly innovative within the academic field and/or the Tufts community. Student proposals must indicate a) how the proposed innovation enhances learning for other students, and b) the role of the faculty sponsor.

3. **Proposal Assessment Plan.** Every Tufts Innovates proposal must contain an Assessment Plan, consisting of learning objectives in measurable terms for each aspect of the grant and an explanation of the methods/tools that will be used to measure the outcome of each objective.

Describe how the project will be assessed within the curriculum as well as process evaluation to assess implementation and overall impact. If you are developing material or tools for an existing course, list the objectives, outcomes, and assessment tools for each item developed. If you are proposing a new course, list the learning objectives for that course and the assessment tools that will be used to measure the learning.

The Assessment Plan to measure the outcome of the grant is a critical component of the application, and will have significant influence on the selection process. A consultation on formulating an assessment plan with the Center for Enhancement of Learning and Teaching (CELT) is strongly suggested for all applicants, though not required. To receive a consult, contact CELT at celt@tufts.edu to request an appointment.

4. **Proposal Budget and Budget Justification.** The **Budget Form** must be used to prepare the project's proposed budget. **Budgets must comply with all department and school policies.** Budgets should only indicate those costs that are absolutely necessary to carry out the project. The budget, along with a separate narrative budget justification, must address the following:
 - a. details about the necessity of each budget item;
 - b. details about the reasoning behind the cost estimations;
 - c. description of each person's role in the project, percent effort, and estimated costs;

- d. a list of any in-kind (no cost to the grant) contributions from Tufts central services and other departments (e.g. salaries and supplies); and
 - e. any previous funding from the office of the provost for this project or related projects.
5. **Evidence of Support** in writing from the associated department(s) is required. Emails are sufficient.
 6. **Resumes.** Include an **abbreviated** CV or resume of **no more than two pages** in length for each proposal participant.
 7. **References/Bibliography.** A short (no more than one page) list of relevant publications from each collaborator may be included, but is not required. Publications directly related to the project may also be listed here.

NOTE: After a proposal is received, the Office of the Provost may request that additional information be provided.

**The deadline for proposal
submission is
11:59pm
Friday January 20, 2017**

**Notification of awards will be made
by Friday, April 1, 2017.**

**For questions and submission,
please email innovates@tufts.edu.**

Proposal Check List

- Seed Grant Submission Form
- Proposal Narrative
- Proposal Assessment Plan
- Budget Form
- Budget Justification
- Evidence of Support
- Resumes
- References/Bibliography