**“Learning in a Team Environment”**

**QEP Teaching and Learning Development Grant Program**

**Spring 2017**

Proposal Deadline: March 10, 2017

Implementation Semesters: Fall 2017 - Fall 2018

Have Questions? Contact: Pam Paustian, Ph.D., Director, UAB Learning in a Team Environment (QEP)

 uabqep@uab.edu, QEP Office: 205- 996-1757

**Description:**
“Learning in a Team Environment” QEP Teaching and Learning Development Grant awards support teaching innovation and development of approaches/techniques related to improving instruction and learning. Funded awards will focus on the UAB QEP theme “Learning in a Team Environment.” Awards of up to $5,000 are available based upon scope, the number of faculty involved and the number of students impacted. Multiple awards will be made based upon the quality of applications and available funding.

Although long-term and sustainable changes are the ultimate goal of *Learning in a Team Environment*, award recipients should be able to complete assessment of their project within one academic year. A final report on the project will be due to the QEP office one year after the award is granted.

**Rationale:**

Teaching innovation, like research, requires resources and effective dissemination of discoveries to realize implementation of beneficial changes in practice and student outcomes. These competitive awards provide both funding and professional recognition for faculty to conceive and implement creative approaches to teaching.

**Process:**

A request for proposals will be announced in the spring semester via campus-wide communications with a submission deadline of March 10, 2017. Applications will be reviewed and scored by a group comprised of members from the CTL Academic Advisory Council and recipients of the President’s Award for Excellence in Teaching. A committee convened by the UAB QEP Director will select award recipients from the high-scoring applications. Award recipients will be notified of their selection at the beginning of spring semester.

**Proposal Merit Considerations:**

Applications will be evaluated based on likelihood for success, potential impact on student learning or teaching effectiveness, innovation, and fit with the QEP theme of “Learning in a Team Environment.” Proposals must demonstrate the department or school/college has the technological resources to support the project, or that this support can be provided by the Center for Teaching and Learning.

 **Requirements:**

* Principal investigator must be a full-time faculty member.
* Awardees will be required to utilize the Teamwork and Critical Thinking VALUE rubrics in their courses to evaluate the student learning outcomes.
* Completed proposal template with a clear statement of outcome to be evaluated.
* Award recipients must present their summary findings to a faculty audience within 18 months of notification of award.

**Application for “Learning in a Team Environment”**

**QEP Teaching and Learning Development Grant Program**

**APPLICATION CONTENTS**

**Directions:**

Please complete the following checklist to ensure that the necessary contents are included in your application. Please note that it is the responsibility of the applicant to review the application for accuracy and completeness prior to submission and that a letter of support from the Department Chair is required in the application.

Please submit a single PDF of your completed application, including letter of support from your Department Chair, to the UAB QEP office, uabqep@uab.edu, for review. A confirmation email will be sent to the applicant/Principal Investigator and Department Chair once the application is successfully submitted. For assistance, please contact Dr. Pam Paustian, paustian@uab.edu or Dr. Scott Phillips, slpmusic@uab.edu.

* Project leader name, campus address, telephone, school/college, department/unit and email
* Applicant Curriculum Vitae
* Project Narrative with the Following Categories:
	+ Project Title
	+ Project Description
	+ Background on Proposed Project
	+ Questions/Aims to be Investigated
	+ Connection to QEP theme “Learning in a Team Environment”
	+ Plan for Implementation of Project
	+ Analysis of Project Outcomes and Assessment Methodology
* Budget with Justification
* Maximum length of 6 pages for entire application (Project Narrative and Budget/Justification)
* Letter of approval from department chair submitted with application.

**Tips for Success:**

* DO include some explanation of how your idea relates to or is supported by education literature.
* DO make a clear statement of how your proposal relates to “Learning in a Team Environment.”
* DO clearly specify how project outcomes will be assessed.
* DO NOT exceed word/page limits or budget range.
* Involving multiple colleagues is favorably viewed.

 **“Learning in a Team Environment” QEP Teaching and Learning Development Grant Application**

**PROJECT LEADER NAME:**

**CAMPUS ADDRESS:**

**TELEPHONE:**

**SCHOOL/COLLEGE:**

**DEPARTMENT/UNIT:**

**EMAIL:**

**APPLICANT CURRICULUM VITAE (ATTACH TO APPLICATION)**

**PROJECT NARRATIVE**

The narrative should include sections that describe what will be done and why, methods and a timeline describing how the project will be completed, anticipated outcomes of the project, and a description of how the QEP Teaching and Learning Development Award will foster improved teaching and learning. Please avoid discipline-specific language or provide parenthetical explanation of terms as appropriate. It is recommended that the narrative be divided into the following sections listed below. Please use Times New Roman or Calibri font, size 11 point with left justification.

1. **PROJECT TITLE** [This should reveal the aim of the project.]
2. **PROJECT DESCRIPTION** [Describe your overall project.]
3. **BACKGROUND FOR PROPOSED PROJECT** [Include evidence that the Project Leader/Principal Investigator has identified resources (experiments, activities, publications, library holdings, seminars, workshops, CTL assistance, etc.) which would indicate that the goals and objectives can be achieved.]
4. **QUESTIONS/AIMS TO BE INVESTIGATED** [Clearly state the questions or aims of the proposed work and how the work of the proposal relates to the addressing stated needs/problem.]
5. **CONNECTION TO THEME “LEARNING IN A TEAM ENVIRONMENT”** [Connect the questions under investigation with accomplishing improvement in learning in a team environment at UAB.]
6. **PLAN FOR IMPLEMENTATION** [Describe the approach or how the project will be completed.  A timeline describing important dates in which certain benchmarks will be met to achieve project goals and objectives may be helpful.]
7. **EXPECTED OUTCOMES** [Clearly state the expected outcome/s of the project.  Outcomes should relate directly to the stated questions/aims.  Indicate how the outcomes will be assessed. Consultation on outcomes assessment is available at the Center for Teaching and Learning.]

**BUDGET AND JUSTIFICATION (DO NOT EXCEED 1 PAGE):**

Note: All proposed purchases must follow university ledger 3 requirements.

**Personnel (*include all personnel involved in the proposal project)*:**

* Name / Role / Amount Requested

 **Supplies (itemize):**

 **Equipment:**

 **Travel:**

 **Other expenses:**

 **Total requested:**

**Budget Justification:** [Explain the need for the major components of the budget request.  Travel requests should include an explanation of the importance and relevance of the trip.]

**LETTER OF SUPPORT FROM DEPARTMENT CHAIR:**

All applications must include a letter of support/approval from the applicant’s Department Chair.  There must be a clear indication that the primary investigator has the time and teaching opportunity to complete the proposed project.

Applicants are advised to approach their Department Chair as soon as possible so that the letter of support is included in the application and received by the due date.