

**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 QEP Director at [dadickin@uab.edu](mailto:dadickin@uab.edu), for review. A confirmation email will be sent to the applicant/Principal Investigator once the application is successfully submitted. For assistance, please contact Dr. Dale A. Dickinson at [dadickin@uab.edu](mailto:dadickin@uab.edu).

- ☐ Application check list / cover page (see below)
- ☐ The maximum 4 page proposal narrative with the following specific categories
  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 with Justification (1 page)
- ☐ Maximum length of 5 pages for entire application (Project Narrative and Budget/Justification)
- ☐ A letter of support from the head proposer’s Chair or Head of their academic unit, stating that they will be given time to work on the proposal, and that they have the support of their Chair/Head to do this work.
- ☐ Principle investigator curriculum vitae
- ☐ Co-investigator curriculum vitae (if appropriate)

**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.

## **Submission Cover Letter and Checklist**

### **CTL-QEP Innovative Teaching and Development Grant proposals – 2018 Cycle**

Principle Investigator: \_\_\_\_\_

Affiliation (college/school & dept): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Co-Investigators (if applicable)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Grant: \_\_\_\_\_

#### **Checklist:**

\_\_\_\_ Completed cover letter/checklist page (this page)

\_\_\_\_ 4 page narrative

\_\_\_\_ 1 page budget and justification

\_\_\_\_ Letter of support from Chair / Supervisor

\_\_\_\_ Principle investigator curriculum vitae

\_\_\_\_ Co-investigator curriculum vitae (if appropriate)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date