

Application for “Learning in a Team Environment” QEP Unit-based Project Proposals

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 letters (2) of support from the Department Chair **and** the Dean are required in the application.

Please submit a single electronic PDF of your completed application, including letter of support from your Department Chair or unit Head, and the Dean, to the QEP Director at dadickin@uab.edu, for review. A confirmation email will be sent to the applicant/Principal Investigator once the application is successfully submitted. For assistance, contact Dale Dickinson at dadickin@uab.edu.

- Application check list / cover page (see below)
- The maximum 6 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 **required** at the Center for Educational Accountability – contact Scott Snyder at ssnyder@uab.edu or at 934-8475. This section will be a major component of the evaluation.]
- Budget with Justification (2 additional pages)
- Maximum length of 8 pages for entire application (Project Narrative and Budget/Justification)
- Letters of support (2) from the head proposer’s Chair or Head of their academic unit, and their Dean, stating that they will be given time to work on the proposal, and that they have the support of their Chair/Head and Dean to do this work. [A single letter signed by both parties is acceptable.]
- Principle investigator curriculum vitae
- Co-investigator curriculum vitae or biosketches (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 and evaluated.
- DO NOT exceed word/page limits or budget range.
- Involving multiple colleagues is favorably viewed.