

Request for Proposals
Undergraduate Education Pilot Projects
Guidelines
October 2009

Pilot project goal:

- to develop new, sustainable initiatives that will have a significant positive impact on the quality of undergraduate education

Program overview:

- One million dollars will be made available to fund projects, with the maximum annual budget for any one project not exceeding \$200,000.
- Individual projects may be funded for up to three years and will be subject to annual review.
- Matching funds from colleges are encouraged but not required except as specified below.
- Ideally, the tuition revenues generated by the instructional initiatives undertaken through these projects will be sufficient to continue the initiative beyond the initial three years. However, additional recurring funding beyond the third year may be possible for successful pilots with exceptional impact.
- Based upon the success of initial projects, additional calls for new proposals may occur.
- Proposals will be evaluated by a review committee (see below), and final decisions on funding will be made by the president and the provost and executive vice president.
- Proposals must be submitted following the guidelines established in this RFP.
- Each department or school may submit one discipline-specific proposal in response to this year's RFP; however, departments and schools may be participants in additional interdisciplinary proposals.
- All proposals coming from a college must be reviewed and supported by the appropriate college dean, as indicated on the submittal form.
- Awards made available through this RFP may be considered for use as matching funds for externally funded projects that focus on undergraduate education. However, the conditions under which such a match would occur must be described in detail in the proposal.

Review committee:

- Pegasus Professors currently employed at UCF
- immediate past and current Faculty Senate chairs
- Student Government Association president or designee
- vice provost and dean of undergraduate studies
- associate vice president for student development and enrollment services
- vice provost for academic affairs

Expenses that can be incorporated in budgets include but are not limited to:

- release time or summer salary for faculty members to develop educational materials (cannot represent a substantial portion of annual funding)
- visiting faculty
- instructors or tenure-tenure track faculty members **only** with a commitment from the dean for funding from college funds at the conclusion of the project
- software and equipment to be used in conducting a course
- instructional development costs

- space modification
- GTAs (requires college matching funds)

Review guidelines:

Reviewers will be asked to consider the following UCF program review and strategic planning elements:

- centrality
- comparative advantage
- cost
- demand
- quality

Preference given to proposals with:

- substantial positive impact to the quality of undergraduate education
- innovative instructional techniques or technologies
- efficiency in the use of university resources
- potential for transferability beyond the project, particularly to other departments, schools, or colleges
- clear assessment plans (progress on projects will be reviewed annually)

Timeline:

- October 30, 2009–RFP complete and distributed
- December 15, 2009–proposals due to academic affairs, MH338 (0065)
- January 15, 2010–committee review of proposals completed
- February 1, 2010–decisions announced
- late spring 2010–funds made available for projects beginning summer 2010
- July 1, 2010–funds made available for 2010-2011 academic year

Proposal format: see page 3

Project reviews:

- January 15, 2011–progress update (two-page maximum) due to academic affairs, MH338 (0065)
- June 1 of each year–annual report (format to be provided) due to academic affairs, MH338 (0065); reports must include:
 - description of pilot project activities and progress
 - summary and analysis of assessment data collected
 - documentation of expenditures

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Each proposal should address the project's centrality, comparative advantage, cost, demand, and quality. The proposal must be no more than five pages, excluding submittal form and budget details; single-spaced; with 11 point type (or larger).

Please label the sections of your proposal as follows.

- Submittal form:** see page 4

- Project summary:** 150 words maximum

- Expected project impact:** How will the project have a substantial positive impact to the quality of undergraduate education; e.g., numbers of students, student learning outcomes?

- Instructional techniques and pedagogies:** Describe the innovative instructional techniques or technologies used in the project (provide supporting evidence that these methods provide added educational value).

- Need for specialized university resources**

- Sustainability and transferability:** Describe the potential for sustainability and transferability beyond the project, particularly to other departments, schools, or colleges.

- Action plan and timeline:** Provide an outline of activities and the associated timeline.

- Assessment plan:** Clearly correlate each activity with assessments that have outcomes and measures.

- Budget:** Include a brief justification for each line item. (Please refer to the RFP Guidelines document for the expenses that can be incorporated in budgets.)

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Submittal Form**

DUE DATE: December 15, 2009

Project title _____

Project location _____

Submitting department(s)
or school(s) _____

Principal project contact person _____
Name Title

_____ Campus phone E-mail address

Approved by (add additional lines as necessary for interdisciplinary projects)

Chair or director Date Department

Dean Date College

Please deliver to the Division of Academic Affairs, Millican Hall, room 338 (+0065)