

Innovative Instruction Technology Grants (IITG) Round Seven (2018) Request for Proposals “Transformational Impact II”

Introduction

Since 2012, SUNY has awarded \$4.2 Million in seed grants to 223 faculty and staff projects. IITG funds encourage individuals and teams to extend beyond departmental and campus boundaries to pilot, share and “scale up” innovations that have potential to transform and impact teaching and learning practices.

This RFP continues the theme of *Transformational Impact* by building upon [previous project outcomes](#) that:

- 1) Impact student learning & success;
- 2) Addresses contemporary challenges in public higher education;
- 3) Build competencies and support post traditional and adult learners – particularly those seeking to reinvent their academic or career trajectory;
- 4) Expand modes of inquiry to foster a culture of inclusive excellence that addresses and sustains campus communities and social identities;
- 5) Support modular courses or pathways that are highly transferrable and “stackable” into certificates, micro-masters or degrees; and
- 6) Have strong potential to scale from a small scale IITG effort into a larger campus or sector opportunity through external funding.

Types of Applications and Funding Levels

Three funding tiers are available. Applicants are strongly encouraged to select the funding tier that best suits the project. Please do not submit duplicate or similar projects at multiple funding tiers:

- **Tier 1 – Up to \$10,000** for small, proof-of-concept projects. Campus or external in-kind budget resources are encouraged, but not required.
- **Tier 2 – Up to \$20,000** to develop and/or pilot proof-of-concept projects. 25% of the requested project funds must be matched by the campus or an external partner through in-kind resources. Interdepartmental or cross-campus collaborations are strongly encouraged, but not required.
- **Tier 3 -- Up to \$60,000** to develop and/or pilot proof-of-concept projects. 50% of the requested project funds must be matched by the campus or a partner through in-kind resources. Proposals that do not include a cross-campus/multi-campus collaboration at this level are rarely funded.

Planning Grants or Exceptions to Funding Tiers

- The same application may be used as a planning grant. The language should specifically support the process that will lead to *future* outcomes, with an emphasis on a description of whether future funds will be sought from IITG, or other funding source.
- If funding is required beyond the \$60K funding cap for a multi-campus project, it will be considered with clear budget evidence of need. IITG funds are limited; please see evaluation criteria.

Eligible Expenses

Applicants are strongly encouraged to invest time reviewing [FAQ Budget Questions](#) and attend an IITG webinar. The [Application and Program Support](#) resources online contain recorded materials and annotated slide decks. Applications that do not follow guidelines are marked down during evaluation phases.

- IITG does **not** directly support technology infrastructure. Proposals that appear to seek expenditures on technology for the sake of bolstering campus infrastructure will **not** be eligible for funds (e.g., furniture or technology to support a classroom, or a cart of mobile devices). However, if the technology is secondary to the pedagogical solution and learning outcomes under exploration (e.g., piloting a newly developed discipline-based application or technology), that cost is eligible.
- If a new technology is intended for a production application (e.g., use in classroom or classrooms, or licensing that covers users beyond a pilot investigation), the campus should expect to reflect a majority share of that expense.
- The investments of time and campus resources (faculty, staff, and student) to support a project (to the exclusion of normal activities) are eligible as part of the campus match, including summer release time. Extra service funds are eligible, but a strong case for such should be described in the budget narrative.¹
- IITG funds used to support participant incentives, refreshments for meetings and seminars are eligible under strict state guidelines. Campus policies must be followed. It is recommended that applicants investigate campus policies prior to budgeting these types of activities.

IITG is funded by University Wide (taxpayer) funds. This initiative is NOT connected to the Research Foundation, and must follow all **campus based guidelines for state fund expenditures, including fiscal year (June 30, 2019) deadlines**. Any unexpended funds will be unavailable after the deadline.

Program Resources and Information

The Innovative Instruction Research Council (IIRC) urges applicants to review [Encouraging Collaboration and Exemplars of Past Projects](#) that illustrate either direct transformational impact or have strong potential for large scale collaborations in support of *Transformational Impact II*.

Application information is available and regularly updated. Applicants are strongly encouraged to attend an orientation webinar (Friday, January 26th) followed by a Q&A session (Tuesday, February 6th); registration details will be posted on the [website](#).

Awards will be announced prior to the 2018 SUNY Conference on Instruction and Technology (CIT) at SUNY Cortland to enable principal investigators time for project planning prior to the start of the summer months. Any project expenditures incurred prior to funds distribution must be supported by the campus (but can be made whole through a later journal transfer once University wide funds are in place).

Project Requirements and Limitations

¹ Please refer to [IITG FAQ](#) for details, but in general, budgeting the true cost value of campus services, such as video production, student labor, and a portion of faculty/staff time dedicated exclusively to the project, is acceptable. All project applications **MUST** use the [IITG budget template](#) provided.

All campus-based SUNY faculty, staff and administrators (including community colleges) are encouraged to respond to this RFP within the following guidelines:

- IITG seed grants are limited to two rounds of funding per project. As with all previous grant rounds, projects receiving IITG funds **must select a Creative Commons license** when submitting final outcomes. This program may not be suitable for projects with commercial licensing value.
- Findings are required to be shared at the annual SUNY CIT conference in a format of choice, the IITG website, and discipline-based communities of practice.
- Projects that may impact campus IT infrastructure (e.g., cloud based operations, network security, etc.) should be reviewed by appropriate technical support staff as part of the support letters.
- All local campus policies and procedures must be followed for appropriate use of State funds.
- If necessary, research related projects should [begin IRB processes](#) as soon as practical. Contact your campus institutional research office.
- Any campus submitting a proposal(s) must have a minimum of one campus FACT² representative actively participating in FACT² webinars, and communicating and distributing SUNY information and activities throughout their home campus.

Proposal Evaluation

Note: All SUNY Faculty and Staff are invited to serve as IITG reviewers. Information about how to apply as a reviewer is posted on the IITG website: commons.suny.edu/iitg

Each proposal will be evaluated in three stages:

- 1) Projects are blind peer-reviewed from a [rubric](#) mirroring the RFP. Reviewers have access to the complete proposal as submitted, but all reviewer identity and scores are blind. Peer review scores and comments are ranked and compiled.
- 2) The compiled files are forwarded to the Innovative Instruction Research Council (IIRC) and members of the Office of the SUNY Provost for consideration and funding recommendations that align to current SUNY priorities.
- 3) The SUNY Provost makes final funding decisions within available resources.

The IIRC uses the following rubric to evaluate peer ranked proposals for evidence of:

- Innovation – either in terms of a fresh concept, or a creative or novel approach to “move the dial” in scaling a solution to benefit SUNY more broadly;
- Alignment with overall SUNY strategic objectives to drive enrollment growth, provide broad access, and ensure student success;
- Overall quality;
 - Clear project description and vision
 - Feasibility (project timeline and budget)
 - Assessment Plan (how the project goals and outcomes will be assessed, measured and reported)
 - Collaboration (if relevant to the project)

- Clear justification for the proposed funding tier (NOTE: IF seeking a renewal, the narrative must describe progress to date, how funds will extend the progress, and how the project will be sustained absent IITG funds in the future);
- How well the proposed innovation, practice or method can be shared, adopted and replicated either within a particular discipline, or across disciplines;
- Evidence of campus support and appropriate levels of in-kind support to ensure successful project completion.

Timeline Targets

December 8, 2017	Online IITG Application Site Opens
January 26, 2018	Online Orientation Webinar (Noon)
February 6, 2018	Q&A Webinar (Noon)
March 4, 2018	Application Deadline (11:59pm)
March 6-26, 2018	Peer Review
March 26 – April 16, 2018	IIRC & SUNY Provost Staff Review
May 4, 2018	Award Notification Target
June 1, 2018	State Accounts Assignment Target (MOUs distributed shortly thereafter)
June 30, 2019	All 2018 Funds MUST BE Expended or Encumbered – (Hard Deadline)

Every effort is made to follow these timeline targets. However, award announcements, and assignment of account numbers may vary.

Questions regarding this RFP should be directed to the IITG Project Team at: iitgrants@suny.edu