



GUIDELINES FOR SUBMISSION

Deadline: May 1 of current fiscal year

Request for Proposals Information

PURPOSE:

The purpose of the Institutional Improvement Grant is to improve the classroom environment and/or method(s) of instruction. Grants are awarded based on the scope of the project and available funding.

PROPOSALS:

Each proposal must include a brief description of the project, goal(s) of the project, a timeline of activities, and how the project will improve the classroom environment and/or method(s) of instruction.

In addition the proposal must describe how the project supports UCM's mission.

PRIORITIES:

Priorities will be given to the following:

- Proposals that focus on the University of Central Missouri's Reasons to Believe, Engaged Learning, Future Focused Academics, with a Global Perspective; our statewide mission; and KPIs of student success, growth with quality, sustainability, and efficiency.
- Cross-disciplinary projects are encouraged, but not required.
- Proposals that call for the use of collaborative teaching and learning strategies, and student use of emerging technologies for teaching and learning are encouraged.
- Projects that are new to the University of Central Missouri.

AWARDS:

- The total amount available for funding varies from year-to-year.
- The number of awards will be determined by the quality of the applications.
- Some proposals may receive partial funding; therefore, applicants must clearly prioritize within the application the most essential budgetary elements of the proposal.
- Grant funding awarded must be encumbered by May 31.
- Previous awards have included: learning about assessment, support for new chemistry equipment, learning new pottery techniques, new ways to teach students with ThingLink, etc.

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1. Complete the DLII Institutional Improvement Grant proposal form available online at: <https://www.ucmo.edu/offices/digital-learning-and-instructional-innovation/resources/grants>
2. Application deadline: May 1 of current fiscal year.
3. Completed applications can be emailed to: Carol Knight at cknight@ucmo.edu. You may also drop off your completed application at DLII in JCKL 1440.
4. Grant funds awarded must be encumbered by May 31. Grant funds cannot be rolled over into the next fiscal year.
5. Institutional Improvement grants are to improve the classroom environment and/or method(s) of instruction. DLII offers other grants that support faculty professional development, bringing speakers to campus, technology, field research, release time, etc. For a list of grants, please go to: <https://www.ucmo.edu/offices/digital-learning-and-instructional-innovation/resources/grants>.
6. **Please attach documentation for project expenses.**
7. Upon completion of this grant request, please send copies of all paperwork (Payment Request, Chrome River Expense Report, etc.) used to support this request to Susan Delap at sdelap@ucmo.edu or Humphries 410C. Once paperwork has been received, a budget amendment will be processed to transfer funds from DLII to the budget number provided on the paperwork.