

**Application Instructions**

Complete and submit this application for an Institutional Research & Development (IR&D) Grant pursuant to Article 8 of the UPM-District collective bargaining agreement. For application deadlines, maximum award amounts, criteria used to evaluate applications, and other information related to IR&D Grants, please review Article 8.

Grants are for up to one year in length, to be used for the exclusive purposes of evaluating and developing new curricula deemed feasible (as opposed to course preparation for current curricula); evaluation and improvement of instructional effectiveness; improving student learning; increasing student enrollment and retention; and encouraging the adoption of instructional, learning or technical innovations. Grants are not available for ongoing normal professional duties. Grant applications must be detailed and thorough, including requested pay and expenses. Applications must specify work to be performed for the requested units/hours.

**Please note: If you do not complete all components of the application form, your proposal may not be considered.**

**Reporting Requirements**

At the completion of the project, you will be required to submit an IR&D final report to the Office of Instructional Management. Guidelines for the completion of this report are set forth below. You are also encouraged to make a flex-time or COMMUNITY HOUR presentation on your project.

**Additional Grant Terms and Conditions**

Upon the submission of this grant application with any request for overload, reassigned time or stipend, the unit member agrees to the following:

1. To deliver/produce the final product or outcome as described in the request.
2. To meet the deadline by which the final product or outcome is to be delivered/produced. Following a written request by the grant recipient, the UDWC may extend the delivery date cited in the initial agreement. An extension of the delivery date shall not result in additional compensation.
3. If the unit member fails to produce the final outcome or product at the time specified, the unit member must repay to the District of all monies received. Repayment shall be made through salary deductions at the rate of the original payments. Subject to approval by the UDWC, in lieu of repayment, the individual may work with no additional compensation for up to one additional semester to complete the work. If the unit member fails to complete the work in this additional time, the unit member must repay monies received as above. The recipient shall be ineligible for any overload, reassigned time or stipend until successful completion or repayment.
4. Untimely completion may result in limited future eligibility for overload, reassigned time, or stipends.

**Final Project Report**

At the completion of the project, you will be required to submit an IR&D final report to the Office of Instructional Management. Your report must be a stand-alone document; it should not require any attachments. The report is due by 5 p.m. on June 30 for Spring Semester and December 31 for Fall Semester to UDWC via the Office of Instructional Management. These questions are designed to assist you in completing your final report on your IR&D project. Please try to be as specific as possible in completing these questions. Your answers may be used in promotion of our IR&D program.

1. The name of the project director and other participants.
2. The student problem or need your project addresses. Identify the target population, i.e., those who directly or indirectly benefit from the project.
3. If your project concerned curricular development, title of the course on which you focused.

4. What specific student or institutional outcome was your project designed to develop or improve?
  - ☐ Persistence rate
  - ☐ Retention rate
  - ☐ Success rate
  - ☐ Improvement in knowledge. Specify what knowledge will be improved and how.
  - ☐ Improvement in skills. Specify skills that will be improved and how.
  - ☐ Improvement in attitude. Specify what attitude will be improved and how.
  - ☐ Improvement in behavior. Specify what behavior will be improved and how.
  - ☐ Other improvement(s). Specify:
5. What did you research and develop (a change in course content, method of teaching, etc.) to try to bring about the improved outcome(s)? Describe in some detail.
6. In your opinion, did your project (or will it in the future) bring about any change or improvement(s) in outcomes?
7. If you think it did (or will), what evidence supports your opinion? Was there measurable change (or will there be in the future) related to your project, such as measurable change in the outcomes of students in this course as compared to the outcomes in a similar course you taught the previous year?
8. If there was not a measurable change, what other evidence can you provide to support your opinion? (Student opinion surveys, etc.)
9. What, if anything, did you learn about your teaching or your students' learning as a result of this IR&D project?
10. In your opinion, was your project successful? Why or why not?
11. What could you have done, if anything, to make your project more successful?

*Continued on next page.*

**INSTITUTIONAL RESEARCH & DEVELOPMENT GRANT APPLICATION FORM**

Project Title: \_\_\_\_\_

Project Director: \_\_\_\_\_

Other Participants: \_\_\_\_\_

Students/Staff to be Served: \_\_\_\_\_

Proposed Starting Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

If this is a curriculum development project, has the College's Curriculum Committee given its concept approval?  
(Course preparation is not eligible for special-project funding).

☐ Yes      ☐ No      ☐ Not Applicable (this is not a curriculum development project)

**Please use attached Word file for responses.**

**1. Problem Statement/Needs Assessment**

Describe the student problem or need your project will address. Identify the target population, i.e., those who will directly or indirectly benefit from the project.

**2. Proposed Solution to the Problem or Need**

**3. Objectives**

Describe the outcomes or desired results, directly related to the problem or need, that you anticipate will occur because of the project. An objective is a statement of desired outcome in carrying out a group of tasks or actions. It is outcome-oriented; stated in measurable terms; focused on a single rather than a multiple outcome; and is of sufficient scope to embrace a series of discrete tasks and major events.

**4. Plan of Action**

Describe the steps to achieve the outcomes or desired results. For each step or activity, specify who will carry it out and when will it be done. Please be specific and number the steps for the plan of action.

**5. Plan for Evaluation**

How will you know if your objectives were accomplished? How will you know how well? In other words, your plan for evaluation should be quantitative and/or qualitative. Describe any test instruments or surveys that will be used and the process of data analysis. Consider products/components of projects completed, materials produced, numbers of participants, and effectiveness of the project or product.

**6. Background Information**

Describe any special abilities or experiences that qualify you and other participants to complete this project.

**7. Prior IR&D Grant Awards**

Have you or other participants been awarded an IR&D grant in the past? If so, specify which participant and how many years ago the participant received the grant.

### 8. Budget

- Clearly delineate all project costs. Costs that are not approved in advance will not be paid/reimbursed.
- For any personnel, specify: position, employee, number of units and unit cost (if compensation will be in units), number of stipend hours (if compensation will be at stipend rate), hourly rate (if employee is not a faculty member). Human Resources must confirm all unit costs and hourly rates included in the proposal. Please attach confirmation from Human Resources for all personnel costs included in the proposal.
- Specify work to be performed for the requested units/hours.
- Non-personnel costs, such as supplies, equipment rental, equipment purchase, travel, registration fees, etc., must be specific and with supporting documentation.
- **Any request for reimbursement for approved IR&D Grant expenses must be submitted on the proper form, with all supporting documentation, no later than thirty (30) calendar days after the expense is incurred. Requests for reimbursement submitted after this deadline shall NOT be paid.**

### 9. Impact of Project on Facilities, Budget, and Scheduling

If the results of your project are implemented, what do you understand the impact would be on 1) facilities; 2) discipline/department budget; and 3) scheduling?

### 10. Marketing Potential

In your opinion, will any material produced be appropriate for the College to market? Please explain.

Note: See Article 25, Copyright, in the UPM/District collective bargaining agreement for copyright considerations, as well as applicable Board Policies and Administrative Procedures.

#### For UDWC Use Only

UDWC Recommendation:

- ☐ Approve - UDWC to forward for approval to the Superintendent/President
- ☐ Approve with changes, as specified in an attached document
- ☐ Request revisions, as specified in an attached document
- ☐ Deny

UDWC Signature \_\_\_\_\_ Date \_\_\_\_\_

UDWC will send application with its recommendation to:

- |   |   |
|---|---|
| <input type="checkbox"/> Employee                 | <input type="checkbox"/> Vice President                     |
| <input type="checkbox"/> Superintendent/President | <input type="checkbox"/> Office of Instructional Management |
| <input type="checkbox"/> Department Chair         | <input type="checkbox"/> Human Resources                    |
| <input type="checkbox"/> Dean/Director            |   |