

Instructional Incentive Grant Program – 2010 Application

- **Proposals are due March 19, 2010.**
- **Submit 4 copies of completed proposals to:
Center for Teaching and Learning
L406 Lafayette Hall, University of Vermont**

This form is available in Microsoft Word & PDF on the Center for Teaching and Learning homepage (<http://www.uvm.edu/ctl>)

I. PROPOSAL COVER SHEET

1. _____
Title of Project
2. _____
Name of Project Director and Academic Rank
3. _____
Office Address
4. _____
Department/Program/School/College
5. _____
Email Address
6. _____
Telephone Number
7. Project Summary (100 words or less)
(*Please avoid use of discipline-related jargon.*)
8. Number of students likely to benefit directly from the project annually _____
9. Previous Instructional Incentive Grants: Year(s) _____

II. BUDGET SHEET

Title of Project: _____

		IIG Funds	Other Cost-Sharing (if applicable)
1	PERSONNEL* (Hourly rate x estimated hours)	\$	\$
2	FRINGE BENEFITS (39% for faculty, 9.4% fringe for graduate & undergraduate students)	\$	\$
3	SUPPLIES & COMPUTER SOFTWARE (itemize below)	\$	\$
4	PRODUCTION SERVICES**	\$	\$
5	EQUIPMENT	\$	\$
6	TRAVEL (include registration fees)	\$	\$
7	BOOKS & OTHER RESEARCH MATERIALS	\$	\$
TOTAL Budget: (should not exceed \$5000)		\$	\$

*Faculty may request compensation for themselves. Compensation must include fringe of 39%. Compensation for graduate and undergraduate students may not exceed \$1500 in total, and this must include cost of fringe benefits. The fringe for graduate and undergraduate students is 9.4%. Please contact Lee Stewart in Human Resources at 656-3433 with questions.

**Where production units such as CTL Digital Media Lab, Instructional TV, Medical Digitization Lab, or other production units are employed to complete projects, applicants should include an itemized budget and statement from the production unit indicating that it will complete the project as described for the budget indicated.

NOTE: If you need additional space to itemize expenses, please attach separate sheet(s).

III. PROJECT NARRATIVE

Please limit to 1000 words and structure your narrative as follows:

- A. Project Description
- B. Statement of Objectives
- C. Method and Procedures
- D. Project Evaluation

IV. SUPPORT DOCUMENTATION

Attach a one-page curriculum vitae and/or biographical sketch for each participant in the project.

V. SIGNATURE PAGE AND COMMENTS PAGE

(NOTE: Signatures from both the department chair and dean are REQUIRED for proposal consideration.)

1. Evaluation by Department Chair _____
Signature

To Department Chairs: Given the needs within your department(s), please comment on the following:

- Likely impact of this proposed project on your department's curriculum, students, or teaching objectives
- Ability of the project applicant(s) to complete the work of the grant
- Possibility for cost sharing

Please attach your comments to this form.

2. Evaluation by Dean _____
Signature

Given the needs within your school/college, the potential impact of this project on these needs and the general quality of the proposal, I would give the project the following rating:

Highest Funding Priority____ Medium Funding Priority____

Low Funding Priority____

Please attach a separate sheet if you would like to make additional comments.

