

Faculty Innovation in Teaching Program

Proposal guidelines and application

Submission deadline- Thursday April 2, 2009

www.innovation.cornell.edu

Cornell University

8th Annual Call for Proposals

February, 2009

Program Overview

About the program

The *Faculty Innovation in Teaching* (FIT) program is part of a larger distributed learning initiative supported by the President and the Provost. The program is designed to allow faculty to develop innovative instructional technology projects that have the potential to improve the educational process.

The program provides faculty with the technical staff and other resources necessary to plan and implement their projects, thus allowing faculty to focus on their pedagogical objectives.

Selection and distribution

Each call for proposals awards approximately 20 projects—16 to be awarded by the Deans within the colleges, and 4 to be awarded by the Faculty Advisory Board on Information Technologies (FABIT).

The number of projects available in each college or school is listed below:

Agriculture—3	Human Ecology—1
Art, Architecture and Planning—1	Industrial and Labor Relations—1
Arts and Sciences—3	Johnson Graduate School of Management—1
Computing and Information Science—1	Law School—1
Engineering—2	School of Veterinary Medicine—1
Hotel Administration—1	FABIT —4

Types of Projects Supported by the Program

Project support is focused on the initial implementation of a faculty member's idea. As proposals are submitted for consideration, the *Faculty Innovation in Teaching* program team will provide a preliminary project assessment to the colleges and FABIT as an aid in decision making—touching on issues such as technical feasibility and long term support considerations. Funds to support the ongoing development and maintenance of projects are outside the scope of the program.

Many types of projects have been selected for implementation in previous program cycles - within the basic criterion that a project proposal should represent an innovative application of information technology toward improving the teaching process. Projects which have the potential to improve instruction in large-enrollment courses, or which represent an innovation more broadly applicable across many courses, have been favored in the past – but this has not been an exclusive focus.

For College Specific Proposals:

Each college conducts a selection process reflecting college priorities, so you will want to touch base with your college contact. (see the list of college contacts on the web at: <http://innovation.cornell.edu/contact.html>).

For Faculty Advisory Board on Information Technologies Proposals:

FABIT has established a set of broad guidelines for proposal submissions and will consider proposals which:

1. involve collaborations of two or more faculty members from different colleges; or,
2. fall outside of traditional department/college-based curricula.

How project support is provided

The Provost has funded a number of staff within CIT's Academic Technology Services & User Support division whose explicit focus is to support these innovation projects. Project support comes primarily in the form of the development services required to turn faculty ideas into reality. These services are coordinated by CIT's Academic Technology Services & User Support staff in collaboration with campus partners, such as the Library and the Center for Learning and Teaching. Funds have also been made available for the purchase of hardware, software, and other technical services/assistance that might be required. Support is also available for faculty release time.

Given the above, you do not need to submit a budget as part of the proposal application. In your proposal, you are asked to focus on the overall educational goals for the proposed project, and to describe your ideas about the use of technology.

Once a proposal is selected then the CIT program staff work with you to create project development plans, and to determine the resources needed for the project's implementation. Given the overall portfolio of resources that have been provided, the formulation and final scoping of any specific project plan is a balancing act between the needs of the individual project vs. the need to insure that sufficient resources are available to carry out all of the selected projects in an effective manner.

Over the last few years, we have found that this approach – while a little unusual - has allowed the program to be somewhat flexible in allowing faculty to realize the expression of their ideas.

Project funds are available for small equipment purchases and software. The average amount available for these kinds of direct project expenses is approximately \$ 10,000 – with experience showing that some projects need more, some need less. Also, some funds are available for faculty release time, and summer stipends. Funds for release time have been in the \$ 5,000 range with some cases where it was higher. On the application form, you will be asked to indicate whether you are interested in release time. If the answer is yes, you should be discussing this issue with your department chair, or other appropriate person within your college, during the preparation of your application. Finally, project resources may also include funds for purchasing student labor (undergraduate or graduate).

The amount of funds required is determined during the project planning phase. In general, the resources available for projects cannot support large equipment purchases or construction of facilities (although there have been a few cases in which project resources were leveraged in the service of a bigger effort).

Our goal is to be flexible with this program. The rule is when in doubt, ask.

Expectations for recipients

Shortly after the awards are announced, recipients will need to attend a program orientation in early May to meet the development team and begin the project development process. Attendance at the orientation is important for us to establish communication and workflow between the project managers, developers and project recipients.

Project development will be dependent on when the course it supports is scheduled. In other words, fall course proposals will come first in the development cycle before spring course projects. The development timeline may be adjusted or extended in response to the needs of individual projects.

In order to support a development process that allows for exploration, project planning, evaluation and implementation in a relatively short cycle, it is critical that recipients are accessible and able to provide content according to project timelines. *Faculty who anticipate extended periods of time away from campus from May 2009 to March 2010 should consider this when applying.*

Cornell Community of Practice: Scholarship of Teaching

It is a goal of the *Faculty Innovation in Teaching* program to support the cycle of innovation beyond implementation of individual projects. Faculty will be encouraged to participate in program activities that promote scholarly discussion of the relationship between pedagogy and technology, and to share information with the larger Cornell teaching community.

Scheduled speaker series, Special Interest Groups and other avenues of communication are intended to support faculty in identifying best practices and technology solutions that merit further exploration. These and other forums will be available for faculty to share their experiences, explore evaluation findings and make recommendations regarding the future direction of instructional technology at Cornell.

2009-2010 Timeline

The following timeline provides a general plan for project development, delivery and evaluation.

Dates	Milestone
Feb 2009	Announce Faculty Innovation in Teaching Program
March 2009	Faculty prepare proposals
Thursday April 2, 2009	Faculty submit proposals: deadline
	FABIT and Deans consider submissions and select finalists
Week of 4/27/08	Make awards announcement.
May 4, 2009	Initial Faculty orientation and meeting with CIT staff. (<i>Monday afternoon 5/4</i>)
May 2009	Project planning with team.
June 1, 2009	Approve plans and budget for fall 2009 projects.
May-June 2009	Begin project development for fall 2009 projects.
June 15, 2009	Approve plans and budget for spring 2010 projects.
September 2009	Begin project development for spring 2009 projects.
January 2010	Implement spring 2009 courses, and complete fall evaluation
April 2010	Complete spring 2009 project evaluation
June 2010	Final report to Deans and FABIT: in two parts – fall implementation and addendum for spring implementation

Guidelines for submission

Deadline for proposal submission is Thursday April 2, 2009

1. Consultation

As part of the application process, we recommend meeting with program staff to begin developing your proposal. Requests for appointments or questions can be sent via email to: innovprojects@cornell.edu

College-specific requirements

Faculty who are thinking of applying for a college-specific project should discuss application requirements and selection process with the appropriate college contacts. (<http://innovation.cornell.edu/contact.html>)

Requirements for collaborative proposals to FABIT

FABIT has established a set of broad guidelines for proposal submissions and will consider proposals which:

- involve collaborations of two or more faculty members from different colleges;
- or, fall outside of traditional department/college-based curricula.

Contact information for each of the Colleges and Schools, as well as FABIT, are listed online at <http://innovation.cornell.edu/contact.html>.

2. Application materials

A complete proposal includes the following application components:

1. Online proposal application

(Refer to Appendix 1 for the complete list of Application questions that you will see on the web application form.)

- **Applicant and Course Profile**
- **Statement of Intent**

This section asks a series of questions about the teaching issues, proposed innovations, and goals for your proposed project. In answering the following questions, you may or may not include potential technology solution. (Answers to the questions should not exceed 6-pages in total)

Questions: (Note: Your school/college selection committee may ask for additional information.)

1. **Proposal Title.**
2. **Abstract.** (200 word limit)
3. **Describe your ideas and educational goals for the project.**
Include a description of the specific teaching and learning issues/challenges that you expect to address in your project, and your ideas about how the project development will address the issues.
4. **How might your project benefit from an instructional technology enhancement?** *Provide a general description of instructional technology solutions that could potentially support your innovations (the least important aspect of the statement of intent)*
5. **How might you evaluate the impact or success of the proposed project?**
6. **Once the project is completed, what type of ongoing support might you anticipate? How might the project be sustained?**
7. **Please indicate if this project is a continuation of work in progress.** If yes, describe the current status of the project, technologies used, and the project developers.
8. **Is your project associated with any grants, or does it involve a partnership with other campus organizations?** If yes, please describe.

Complete the online proposal application form at: [<http://fit.cit.cornell.edu/atcsupport/fitapp>]

If you have questions about the application process, please send an e-mail to innovprojects@cornell.edu.

2. Intellectual Property Agreement

Memorandum of Understanding Regarding Intellectual Property Rights. This document constitutes the intellectual property agreement. A original document will need to be submitted by each faculty member or other academic staff member named on the innovation proposal.

Please send the signed Intellectual Property memo to:
Faculty Innovation in Teaching Program, c/o Clare van den Blink, 215 Computing & Communications Center.

4. Selection and award notification

It is expected that twenty projects will be awarded during each proposal cycle. Sixteen projects will be awarded by the Deans within the colleges and four will be awarded by The Faculty Advisory Board on Information Technologies (FABIT) for collaborative projects and/or for projects that fall outside of the traditional departmental/college curriculum.

Each Dean will notify faculty within his/her of decisions for college-specific proposals. The Chair of the Faculty Advisory Board on Information Technologies will notify applicants about decisions regarding collaborative projects.

5. Project Development

CIT's Academic Technology Services & User Support staff and their development partners will work with each recipient to create a project development plan that will specify the proposal objectives, timeline and the resources required.

This planning phase of project development is critical and will require consistent communication between faculty members, project coordinators and the development team. Recipients need to be accessible so that the development team can deliver the best possible instructional design and technology support for each project within the timeframe of the development cycle.

Once the project has been fully defined, a development team will provide project management, instructional design, production and other course support services for the duration of project development and implementation. (*See Appendix 2 for more detailed information about the resources available for each project.*)

Faculty Innovation in Teaching Program Contacts

For questions about:

The Faculty Innovation in Teaching program and proposal process

Clare van den Blink, Program Manager
Assistant Director, Academic Technology Services & User Support, Cornell Information Technologies
E-mail: cv36@cornell.edu Phone: 255-1618

Intellectual Property Agreement

Tracy Mitrano, Policy Advisor
Office of Information Technologies
E-mail: tbm3@cornell.edu Phone: 254-3584

Cornell Community of Practice

Joan Getman, Sr. Strategist for Learning Technologies
Academic Technology Services & User Support, Cornell Information Technologies
E-mail: jmf4@cornell.edu Phone: 255-6879

APPENDIX 1: Proposal Application Questions

Complete the online proposal application form at: [<http://fit.cit.cornell.edu/atcsupport/fitapp>]

Applicant and Course Profile

Principal Faculty Contact for the project:

**Name:
**Cornell Email:
Title:
Department:
College:

Please list any additional faculty or staff who will contribute to the project:

Name:
Cornell Email:
Title:

About the course(s) associated with the project:

1. CourseID/Name:
2. When will this course be offered?
3. Total semester course enrollment:
4. Is this a new course? ___ Yes ___ No

Do you intend to request release time for this project? ___ Yes ___ No

If yes, for what time period will request release time? (summer '09, fall '09, spring '10)

Have you discussed a release time request with your department chair? ___ Yes ___ No

Please indicate if this is a school/college or FABIT submission:

(select from the list of college/schools/FABIT)

Multi-college proposals (questions for FABIT applications)

2. What disciplines are partnering on the project?
3. What courses are being developed? Or combined?
4. Please describe the aspects of your proposal that make it appropriate for consideration as a multi-college, collaborative proposal.

Statement of Intent (About the proposed project)

1. **Proposal Title.**
2. **Abstract.** (200 word limit)
3. Describe your ideas and educational goals for the project.
4. How might your project benefit from an instructional technology enhancement?
5. How might you evaluate the impact or success of the proposed project?
6. Once the project is completed, what type of ongoing support might you anticipate? How might the project be sustained?
7. Please indicate if this project is a continuation of work in progress. If yes, describe the current status of the project, technologies used, and the project developers.
8. Is your project associated with any grants, or does it involve a partnership with other campus organizations? If yes, please describe.

Intellectual Property Memorandum

As part of the application process, an intellectual property agreement needs to be signed and submitted by all recipients named on a project proposal at the time a proposal is submitted. The following document written by Polley McClure, Vice President, Office of Information Technologies explains the rationale for an agreement about intellectual property rights as they may relate to the work produced within the Faculty Innovation in Teaching program.

Memo

To: Applicants for Faculty Innovation in Teaching Program

From: Polley Ann McClure, Vice President, Information Technologies

Subject: Intellectual Property Agreement

Date: February 23, 2009

The purpose of this memo is to put in place an agreement about intellectual property rights as they may relate to the Faculty Innovation in Teaching Program.

Faculty members (or other academic staff who may be named as awardees) and Cornell University will each have a non-exclusive ownership interest in works developed under this Program. This is a departure from the typical university practice of asserting University ownership of materials developed under university-sponsored programs contributing direct financial support and other university resources.

The general intent is to allow both the University and the faculty members involved to freely use materials developed for educational purposes. External uses (e.g. agreements with other entities, such as outside publishers) will, as a practical matter require discussion among all parties to the project because no one will hold exclusive rights.

Each faculty member named on your proposal (as well as other academic staff who may be named as awardees) should submit an individual copy of the agreement which follows this note. The submitted agreements should then be submitted as part of your application.

If you have any questions about the agreement, please contact Tracy Mitrano (tbm3@cornell.edu, 4-3584), Policy Advisor, Office of Information Technology.

2009 Memo of Understanding Regarding Intellectual Property Rights

The University and individual faculty members (or other academic staff who may be named as awardees) shall enjoy joint, non-exclusive rights over any copyrighted material produced with the resources provided by these Faculty Innovation in Teaching program. "Joint rights" means that both the University and the individual faculty member or members own the work ; "non-exclusive rights" means that any party can use the property without permission of the other party. The parties will have control over their names and whether they are used in conjunction with any future versions of the product.

If either party chooses to pursue a business venture, the party desiring to pursue the business venture should so inform the other parties. This will trigger a process of negotiation between the parties to determine the fair distribution of any revenues. In the absence of an agreement, the default distribution will be 50% to the University and 50% to the individual faculty members. The University's share of any revenues will be deposited to a specific fund deployed in the service of assisting faculty in the use of technology to improve courses. The fund will be administered by the Office of information Technologies (OIT) and the School of Continuing Education and Summer Sessions (CESS).

Signatures:

Awardee	Date	Vice President, Information Technologies
		Dean, School of Continuing Education and Summer Sessions

Proposal Title: _____

Principal contact: _____

Is this a college or FABIT proposal, please check? FABIT College

If this is a college submission, please note the college: _____

APPENDIX 2: Project Process

How Projects will Unfold – What You Can Expect About Process and Timelines

Once the projects have been selected, faculty members will meet with CIT staff to create a project plan and budget. The goal of the project plan is to identify and describe the key deliverables and resources for the project with an associated timeline and budget. The project plan will outline the type of support that faculty can expect from CIT once the project has been completed. The plan will also include a project evaluation plan.

After the project plans and timelines for all the projects are completed, the program team may need to balance and shift project timelines to ensure that the key features of all projects are completed in time to be used in a course. Factors that may affect project timelines may include when the course will be using the technology, the faculty availability for input and review, and the amount of content development necessary.

When the project plan and timelines have been approved by faculty, a project management and development team will work with the faculty member(s) to facilitate the production process and bring the project to completion.

General Process for projects

1. **Create Project Plan & Budget:** The FIT team will work with the faculty to review the proposal and create a project plan and budget that can be developed and implemented within the timeframe of the program year. During this planning phase, faculty will meet with the FIT team to determine the project priorities, timeline for course implementation and the overall scope of the project. We will also alert local technical staff to the project at this early stage.
2. **Produce and Implement Plan:** During this phase, the CIT project manager will manage the development of project deliverables, oversee required purchases and assign project resources. While the actual deliverables will vary across projects, faculty will engage in a similar process to approve key project milestones, and commit their time to the identification and creation of course content for the project as required.
3. **Conduct Evaluation:** An evaluation plan will be implemented during and after the course and will typically involve a student survey and possibly other data collection techniques, as identified in the evaluation plan.
4. **Transition & Closeout of the Project:** Once the project has been implemented, the evaluation report will be reviewed with the faculty and project team. The project will then move into a closeout phase where the project team will work with the faculty to transfer the project to local support staff.

The planning and development cycle for the Faculty Innovation in Teaching program currently occurs within the limits of Cornell University's fiscal year, from July 1 to June 30.

As a result, this cycle may have an affect on a project's production timeline. Typically, projects that have a course for the fall will have a development cycle between May and August, and projects that are associated with a spring course will have project development occur later in the cycle, i.e. from September to January.

Variations to this approach and project timeline may occur in response to faculty need.