## Top Ten Tips for Preparing an ILTI Grant Proposal

*Division of Teaching Excellence and Innovation, University of California, Irvine*

### Work with us

*(We’ve been there, done that.)*

- The Division of Teaching Excellence and Innovation has instructional designers (IDs) who can help you craft your proposal.
- They have experience working with faculty on these.

### Show your passion

*(Get the reviewers fired up about your course!)*

- Why do you want to teach online?
- Why this course?
- How will you make this course come alive in an online format?
- What pedagogical or technical innovations enhance learning in this class?
- An instructional designer can help with this!

### Course facilitation

*(What happens when the course launches?)*

- Faculty presence is key. How will you interact and engage with your online students?
- Think beyond asynchronous discussion forums.

### Plan ahead

*(The eleventh hour doesn’t get the job done.)*

- Begin 4 weeks before the deadline.
- RFP6 deadlines are: 9/30/17; 12/31/17; 4/2/18
- You’ll need to get exact figures from your department’s budget staff.
- You’ll need to get signatures from your chair and any co PIs.
- If you work with us at DTEI, there will likely be several iterations of your proposal.

### Learning goals/ objectives

- You’ll need to provide “specific, measurable” learning objectives.

### Details!

*(That’s where the devil lives.)*

- How much of your course content currently exists in an online format?
- How often will you need to update and maintain the course content?
- How much multimedia and instructional design do you want?
- The review committee is looking to see whether you’re tuned into the demands and affordances of an online class.

### Assessments

- What sorts of assessments are you planning?
- Do the assignments involve group work?
- Will you need to use a proctoring service?

### What’s your timeline?

*(You’ll have to agree to teach the course 5 times in 5 years; summer doesn’t count)*

- What quarter do you plan to work on developing the course?
- Do you have the bandwidth to devote to this?
- When do you plan to offer the course online for the first time?

### Carefully budget

*(Justify your needs.)*

- Appendix E asks you to supply a budget for your project.
- You’ll need to get exact figures for yourself and graduate students from your department’s budget office.
- It’s best to work with the Division of Teaching Excellence and Innovation on the design and development budget. They have experience calculating costs (but your department will handle personnel costs).

### Questions?

*Ready to get started?*

Contact DTEIsupport@uci.edu

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