

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

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.

Do some research

(You got this)

- What GE categories does this course fulfill?
- What major or minor requirements does this course fulfill?
- What is the demand for this course across the system?
- How does this course articulate at other UCs?
- UCOP expects you to do some digging and to even contact your colleagues at other UCs to gather information.

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!

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?

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.

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