STRATEGIC INITIATIVE REQUEST FOR PROPOSALS

PURPOSE OF THE APPLIED LEARNING STRATEGIC INITIATIVES PROGRAM
The Applied Learning Strategic Initiatives Program forms part of UNCW’s portfolio of programs, projects, and operations designed to optimize applied learning objectives as outlined in the Chancellor’s Strategic Plan and advanced by campus stakeholders. Due to the significant successes over the last five years of short-term, individual/small team applied learning projects (e.g., ETEAL-Supported Pedagogy Initiatives, the Summer and Spring Undergraduate Research & Creativity Awards (SURCA)), UNCW has acquired the expertise to optimize applied learning by focusing on the following three areas:

1. Improving equity in and access to high-impact applied learning (AL) for all UNCW student populations;
2. Scaling the number and increasing the scope of AL; and
3. Enhancing the quality and demonstrating the positive impact of AL on student learning outcomes.

The Applied Learning Strategic Initiatives Program will support team-based projects that require increased resources and longer time horizons to implement. Awardees may receive up to $10,000 per fiscal year for up to three consecutive years. Successful projects (time-limited) will transition into ongoing, operational programs. Because building toward post-award sustainability is crucial, successful applications will demonstrate alignment between university- and unit-level goals, as well as a commitment by the functional-area leader, (e.g., Dean).

APPLICATION MATERIALS
No more than 7-8 page Total

- Overall project summary: Describe the project in no more than 2 paragraphs. Make its connection to applied learning clear, and how it will contribute to student learning and/or faculty development. We particularly welcome proposals where teams of faculty and/or staff collaborate on projects that develop or expand applied learning curriculum, pedagogy, and practice in sustainable ways.
- Program Design and Management: No more than 3 Pages, including:
  o Timeline: Using the Strategic Initiatives milestones listed below, describe your project’s planned development and implementation across the three-year funding period.
  o Budget: Using the budget table below, list all budget items requested, their description and justification for their inclusion in this project, estimate their cost, and the amount of any external funding you are receiving to support that item if relevant.
  o Organizational Capacity and Sustainability Plan: Describe both immediate staffing for the project and the long-term organizational commitments that would enable a successful transition to an operational program.
- Access & Equity Plan: No more than 1 Page
Proposals must address current access to the courses or programs involved and provide a plan to improve access & equity in program participation. Access is defined as the ability of students to take part in the program as well as their willingness to do so. Equity refers to conscious efforts and considerations you will undertake to ensure that underrepresented and underserved populations are also able to receive, at minimum, equal benefit from this program. High Impact Practices are known to have beneficial effects on student learning and underserved populations benefit the most.
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from these practices. We challenge participants in these initiatives to specify ways in which their project will increase equitable access to applied learning for all students.

- **Scaling and Scope: No more than 1 Page**
  Scaling/scope refers to the expected number of students and faculty/staff involved in and impacted by this proposed project. It involves describing structures for the program capable of supporting participants. The structure and processes should be appropriate for the number of students, fit the scale of your program, and ideally show some potential for growth.

- **Quality Measures and Pedagogy: No more than 1-2 Pages**
  Quality Measures include progress toward Explorations Beyond the Classroom (EBC) Student Learning Outcomes (SLOs) and other educational and learning outcomes that students will be expected to achieve through the course of their participation in this project. Explain how the program/proposal will be assessed.
  Pedagogy includes all aspects of the development of best practices in applied learning and the techniques you will develop and employ throughout this project.

- **Project Impact Plan: No more than 1 Page**
  The Project Impact Plan should describe your project’s alignment with both unit-level strategic goals and the applied learning goals within the University’s strategic plan. You should also include a plan for evaluating your program’s impact and describe the scale and nature of the anticipated impact(s) of the program.
    - Sustainability plan: Describes the long-term support for the project, including potential sources of funding and resourcing.

APPLICATION INSTRUCTIONS

All awarded applications will receive funds of up to $10,000.00 each fiscal year for up to three consecutive fiscal years. These funds can be used for graduate assistant pay, undergraduate pay, faculty or staff stipends, equipment or supplies, travel, and course buy-outs. On a case-by-case basis, the Evaluation Committee may also approve the limited use of “unrestricted, discretionary trust dollars” to support discipline-specific activities and industry standards that directly advance project goals and in which the expenses are not allowed for use by state funds. No more than 10% of any yearly budget may consist of support from trust dollars.

Continued funding for accepted proposals across fiscal years will be contingent upon the successful completion of each stage of the project timeline.

Applications will be accepted until February 12th at 5:00pm and must be emailed along with all materials to ETEAL@uncw.edu, cc’ing all project members, your dean, and your administrative associate(s).

Send all application materials along with a Cover Letter, which will include the following:

- **Project Information**
  - Title
  - List Project Team members and their roles
  - 250 word project summary
  - Statement of Project Scope and Impact
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- **Signatures on Cover Letter approving the proposal**
  - Signature of Dean
  - Signature of Project Lead
  - Signature of Direct Supervisor of Lead (if not Dean)

EVALUATION PROCESS

Proposals will be evaluated by a team consisting of four members of the Strategic Plan Applied Learning Working Group and/or the Applied Learning Teaching Community, a representative of CTE/CFL, and one representative as designated by the Deans of Cameron School of Business, College of Arts & Sciences, College of Health and Human Services, and Watson College of Education.

Evaluation will take place following the submission deadline and the evaluation committee’s funding decisions will be based on the application’s strength in each of the areas described in the Strategic Initiatives Rubric: Access, Scaling, Quality, Program Impact, and Program Design & Management.

POST-AWARD PROCESSES

1. **Interim and Annual Progress Reports**
   a. At the end of each semester during which the project is active, we will expect a brief interim report on the project’s current progress towards its stated goals, use of funding, PI and student activities undertaken, and a reflection on the current semester’s progress.
   b. At the conclusion of each year of implementation, we will expect a detailed report that catalogs current progress toward stated goals, the project’s overall status in its 3-year timeline as described in your proposal, and any adjustments, discoveries, or adaptations made. This annual report must also include all materials required in the interim reports and a separate interim report is not required during the semester in which you submit your annual progress report.
   c. All Student Assessment data should be submitted to ETEAL@uncw.edu at the end of each year of the project.

2. **Consultation, Resources, and Support available**
   a. ETEAL, ALTC, and CTE/CFL consultation are available to you at any time to support the pedagogical and assessment plans of your project.
   b. Upon receiving a Strategic Applied Learning Initiative Award, the ETEAL Office will schedule an award kick-off meeting with the grant team and appropriate campus stakeholders and support personnel.

LINKS AND SUPPORTING INFORMATION

[UNCW’s Strategic Plan](#)

[NSEE Best Practices and AAC&U Key elements of High Impact Practices](#)

[Explorations Beyond the Classroom (EBC) Student Learning Outcomes](#)