2019 QEP Funded Award Project

Proposal Form

# **Instructions:**

Please complete each section of the proposal form by typing directly into the box. Upon completion of the form, your submission will must be sent directly to the QEP at QEP@ucf.edu for review by no later than October 4, 2019 for consideration.

For details on the call for proposals, see our website:

**https://undergrad.ucf.edu/whatsnext/2019-2020-call-for-proposals/**

Each area has a strict word-count limit. Submissions that go beyond the word-count in any section will not be considered by the review committee.

**Budget Note:**

If a course buyout is included in the budget proposal, the application must include written support from the faculty member’s department chair.

The money may not be used to supplement an employee’s salary, purchase gift cards or other gift items, or concessions.

# **Project Title:**

## **Project Title:**

 (**Limit 10 words**)

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Award Details:
This application is for a one-year Enhancement Award. The award provides up to $3,500.00 to support integrative-learning for undergraduate students. Award funds will be distributed in November 2019 and must be spent by December 1, 2020. A final report on the project will be due December 15, 2020.

# **Personnel:**

## Project Lead:

The project lead is the primary point of contact for questions and concerns for this award project. The project lead is responsible for submitting the mid-term and/or final assessment documentation and for tracking the progress of the project.

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| --- | --- |
| **Name:** |  |
| **Office Location:** |  |
| **UCF Department:** |  |
| **UCF College or Unit:** |  |
| **UCF Email:** |  |
| **Telephone:** |  |

## Project Budget Manager:

Note: the Project Budget Manager will be the person who will be handling the budget transfer, funds tracking, and accounting for the project. This is usually a UCF staff person with UCF Financials access for the lead unit. The account number they will be using must be carry-forward for a Program Innovation award. **Projects without a budget manager and account information will not be considered.**

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| --- | --- |
| **Name:** |  |
| **Office Location:** |  |
| **UCF Department:** |  |
| **UCF College or Unit:** |  |
| **UCF Email:** |  |
| **Telephone:** |  |
| **UCF Account Number:** |  |

## Additional Team Members:

Please list each additional team member below:

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| **Name:** | **UCF Email:** | **UCF Department:** | **UCF College/Unit:** |
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# **Project Details:**

## Project Description:

Describe your project. (Limit 200 words)

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## Rationale:

Why is this project needed at UCF? How will the project contribute to a "culture of integrative learning" on campus? Demonstrate a clear connection to one or more of the three interventions addressed by *What's Next*:

1. **guidance and information**
2. **high-impact integrative learning experience**
3. **metacognition and self-advocacy.**

Explain which of these intervention/s is/are being addressed and how the project addresses the intervention. (Limit 200 words)

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## Collaboration:

If you are proposing this project in collaboration with one or more departments or organizations, please describe each unit's role in the project. (Limit 200 words)

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## Beneficiaries:

Who will benefit from this project? How will the project benefit undergraduate students? (Limit 200 words)

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Estimate the number of UCF undergraduate students who will initially benefit from the intervention during the length of the award (enter a number only):

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Estimate the number of UCF undergraduate students who will benefit by 2020 (enter a number only):

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How will this project identify the individuals reached by the project programming (i.e. – class rosters, collecting student PIDs, etc.)

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## Sustainability:

Explain how your project results will be preserved, reproduced, and further developed after the initial project is completed. (Limit 200 words)

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# **Assessment:**

## Student Learning Outcomes and Assessment Methodology:

State specific and measurable direct student learning and other outcomes for this project. Explain how each objective will be assessed, including how the outcomes will be measured both directly and indirectly. The assessment plan should also include methods of data collection, data analysis plan, and how the results will be used to benefit UCF student.

Projects that are more specifically related to faculty/staff development must explain how the project will benefit undergraduate students and how the project will be assessed to show the benefits to faculty/staff and undergraduate students.

(Limit 500 words)

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# **Budget:**

## Budget Proposal:

Budget money will be transferred from the QEP account to the account of the project budget manager for the project. If it is an interdisciplinary project, the submitting team must identify which department will be the budgetary home for the project via the project budget manager. The amount listed is the maximum for the award; however, it is not necessary to request the maximum. The selection committee will review the budget and may make suggested changes. The project leader for the project will be contacted before a budget is changed and an award is granted.

The budget proposal is required for each project to be considered. Budgets must explain how the money awarded will be spent by the home department. Ensure your descriptions of each budget area are specific and easily understood. These types of costs would be allowable for inclusion in the budget: most activities that would be allowable for faculty and staff development and support (e.g., training, travel, conferences, collaborations) salary for a student or OPS worker to assist with the project purchase of equipment, software, materials, or supplies that are essential (and used only for) the project release time for the employee to devote effort to this project (but not for dual compensation to the employee).

If a course buyout is included in the budget proposal, the application must include written support from the faculty member’s department chair.

The money may not be used to supplement an employee’s salary, purchase gift cards or other gift items, or concessions.

When completing the final project report you will be asked to provide a complete reconciliation between the approved budget and the actual expenditures. (Limit 500 words)

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## Itemized Budget:

Please break down your budget narrative into an itemized list, referencing each of the items indicated in the Budget proposal, including each specific item, the estimated cost, and the timeframe in which it will be spent.

For example:

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| **Budget Item:** | **Total Budgeted:** | **Approximate date of use:** |
| Marketing materials (Flyers, brochures, palm-cards) | $350.00 | May 2020 |

Each item listed in this breakdown should be covered in greater detail in the budget proposal.

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| **Budget Item:** | **Total Budgeted:** | **Approximate date of use:** |
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