

UCAT Grant Guidelines

Instructional Materials Grant

Overview

The Instructional Materials Grant is intended to support the purchasing of classroom materials by faculty member(s) developing (either by designing or redesigning) course(s) as part of a program development / improvement.

The maximum amount for an Instructional Materials Grant is \$500, paid as a budget transfer to the applicants' departmental, or equivalent, cost center.

Notes

- Applications must be submitted through Qualtrics.
- The first submission step is a required initial review by your UCAT college representative, with opportunities for revision. Please contact your representative via email with your materials by the due date listed on CFE's website. The list of UCAT representatives, with email addresses, is available on CFE's website.
- The second step is final submission via Qualtrics. The deadline will be available on CFE's website. Applications must complete both steps in accordance with the associated deadlines.
- A successful application will establish the rationale for how the instructional materials will enhance teaching/learning, by providing
 - (1) a budget, explicitly listing materials with costs per item and projected suppliers,
 - (2) a plan for leveraging the materials,
 - (3) a description of how the instructional materials will contribute to the course/learning environment, and
 - (4) how the course fits into existing program / curriculum, quantifying the course's projected impact when possible.
- Applications should be designed to be readily accessible to a multidisciplinary committee.
- Poorly described, incomplete, and/or unclear applications are not acceptable. Applicants should elaborate the details of their proposal with precision and without jargon.
- The rubric used to review and score applications is below. Please review before submitting.
- Faculty may not receive more than one award in each grant category for the academic year. However, applicants are eligible to apply for the other UCAT grants categories: Course Development, Curriculum Development, and Speaker Grants. Applicants applying for multiple grants should prepare grants separately, fulfilling their individual criteria appropriately, even when their grants may be related to the same course or curriculum.
- Applicants will be informed of the funding decision following the UCAT committee meeting held after application deadline, typically within 30 days.
- All previous grant reports must be turned in prior to consideration of new grant applications.

Post-Award Requirements

A brief final report describing the implementation of your course redesign project should be submitted to UCAT via Qualtrics at the end of the semester in which the materials were first used in the course. This should also include a syllabus, enrollment information, your assessment of the impact, and when the course will be offered again.

UCAT Instructional Materials Grant Rubric

Section	Evaluative Statement		
	Excellent	Average	Poor
Project and Course Description <i>Weight 35%</i>	The application clearly describes the proposed project, including specific details on the materials to be purchased, how they will be incorporated into educational objectives, and information about the course(s) the materials will be used in is presented.	The application provides details on what materials are to be purchased, but does not fully describe how they will be incorporated into educational objectives. Minimal information about the course(s) to benefit from materials is provided.	The application does not describe the scope of the proposed project. It is unclear what materials will be purchased and/or how they will be used for student educational purposes.
Impact at UNO <i>Weight 35%</i>	Application provides a clear pedagogical justification for how the proposed materials will advance teaching and learning at UNO. Application quantifies the number of students projected to be positively impacted in the specific semester and over time. Project aligns with the University mission statement.	A potential positive impact on teaching and learning at UNO is presented, but not completed described or substantiated. It is unclear how many students will be impacted by the project. Alignment of the project with the University mission statement is not fully developed.	The application does not present how the project will positively impact teaching and/or student learning at UNO. Project does not align with University mission statement.
Writing Mechanics <i>Weight 20%</i>	The application is appropriate for a multi-disciplinary audience and is well written, with no typos or mechanical errors.	The application is fairly-well written, but contains some typos or mechanical errors. Some instances of excessive technical jargon.	Frequent mechanical errors and typos are present. Application is jargon-heavy and not understandable to a multi-disciplinary committee.
Budget <i>Weight 10%</i>	Budget is provided and sufficiently justifies proposed expenses within the stated limit.	Budget is present, but proposed expenses are not fully justifiable within the stated limit.	Budget exceeds stated limit.