GRINNELL COLLEGE INNOVATION FUND

FY 2021 -2022 Program and Application Details

Outline

NOTE: For information about Seed Projects

This document may be updated or modified as circumstances warrant.

Funding Information

- x Information in this section is meant as a guideline; there is flexibility in how funds are to be distributed.
- x There are three types of funding available from the Innovation Fund: funds that are used to implement an innovative idea (pilot project); funds that are used to investigate whether an innovative idea is feasible and worthy of implementation (planning project) ; and Seed Projects (see Appendix A).
- x Annually, u p to $450,000 will be available for pilot projects and up to $52 ($5 0 Td (r (fr)[1 (r)·

both their own and others' ideas, who can acquire new knowledge, and who are prepared in life and work to use their knowledge and their abilities to serve the common good."

x Directly contribute to the success of one or more of these five strategic planning areas: Community; Educational Excellence and Continuity; Diversity, Equity, and Inclusion; Health and Well -Being; and Financial Sustainability .

x While no departmental or office sign -off is needed to submit a proposal, applicants are encouraged to consult with colleagues for appropriate advice. If your proposal is accepted for further consideration, the funding committee will explore what implications your proposal may have on your department or office.

Pilot & planning projects

Submissions:

All proposals must be submitted by Monday, October 11, 2021 via the online form . This form must be submitted by 11:59 PM CST.

All proposals must include the following components:

x *Short Title.* In a few words, provide a title for your project.

x *Abstract.* In two or three sentences, provide a summary statement of your project, an estimate of the total amount of funding you are seeking, and the project timeline, if appropriate (for pilot projects, e.g., one, two, or three years).

x *Project Description.* What is the project? The significance and potential impact of the project; and the institutional support, equipment and other physical resources needed for your project to succeed.

x *Strategic Goals.* Which of the College's five strategic goals apply to your project? Describe the goal or goals that are most appropriate for your proposed project.

Community – An area that includes the multiple layers of social, cognitive, and behavioral presence. Projects may relate to learning spaces, student residential experience, collaborative decision making, promotion of a mentoring community, and the evocation of belongingness and thriving.

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learning, and other curricular innovations; projects that facilitate o r enhance scholarship and research; projects that enhance learning of the physical and cultural world; projects that cultivate post- graduate success.

Diversity, Equity, and Inclusion

x *Project Lead Qualifications.* Describe how the individual who is submitting the project is qualified to lead the project. Identify plans for continuity if, for example, the project lead is proposing a two-year project but will be a faculty member on sabbatical, or a student lead is graduating at the end of one year.

x *Budget Items & Total.* Provide the total amount you are seeking per year, and a list of budget items and their estimated costs, if known. If costs are unknown, list the cost as "unknown".

Notes on Budgeting   :

x Student workers: Students are paid per campus student employment guidelines & pay categories

x Faculty summer stipends: The maximum stipend amount for summer course or program development is $5000.

x Fringe benefits (for FICA/TIAA): Calculate 17.65% of stipends and wages and add to the budget as a line item.

x Course reduction: It is not in the purview of the Innovation Fund committee to recommend faculty course reductions or modified teaching schedules. Faculty who intend to propose reduced or redirected time should consult with their department chairs and the Dean of College prior to making a proposal.

x Course replacement: Please consult with the Dean's Office.

After Submission   :

By early December 2021, the Innovation Fund Committee will notify the President of its recommendations by grouping project applications into four categories: (i) highest fundable projects; (ii) fundable, low priority projects; (iconren-4 [(A)-5 (2.1 (m)-8 (r)-3 (a)g-4 (r)-3 1 (j)-1

From the time of an application's submittal to the announcement of awards, the Committee

x *Evaluation.* How wil l the success of the project be evaluated? Does the plan for information gathering yield appr opriate evaluative information?

x *Broader Impact.* An assessment of the likelihood for the project to exert a sustained, powerful influence on teaching and learning that will change the way things are done at the College, in consideration of the following criteria. A proposal does not need to be strong in all categories to be judged likely to have major overall impact.

Award Administration   :

The CTLA staff will function as informal program officers, advising the project leads on the creation of a budget, the appointment of budget officers, and the submission of reports, as well as aiding the project leads with questions regarding scheduling and budgeting.

Progress Reports and Final Reports

One- to two-page progress reports for funded projects are due twice a year: at the end of the fall semester (December 31) and end of the academic fiscal year (June 30). A final report replaces the last progress report. Progress or final reports may be submitted sooner if, for example, a project lead who was awarded funding for a one-year planning project would like to apply for an additional one to three years of funding to continue their project as a pilot project. There is only one cycle of applications and funding granted, and it occurs in the fall . See the section Regularization into the Operating Budget or Seeking Additional Funding   for more information on sustained funding.

As an example, for pilot projects awarded in the fall of 2021, the first progress report will be due on December 31, 2022. For a one-year planning project, a progress report will be due on December 31, 2022 and a fi   t Tw 2Ct02.29 0 Td ( )Tj -01 (p)-12 (il)Tw 2Ct02.29 0 Td 8

- x Approximatel y how much of the awarded budget has been spent?
- x Is the project lead seeking to regularize the project (i.e., incorporate it into the College's regular operating budget)? Alternatively, will the lead be seeking additional funds from the next I nnovation Fund cycle to continue the project?

- x Describe the non-monetary resources - e.g., staffing, space - used for your project.

A final report is required in place of a progress report during the last semester of funding. Final reports close out an award and should include the following:

- x A comprehensive summary of knowledge acquired, successes, failures, and other measurements as determined by the project lead.

- x A conclusion statement, including potential next steps as applicable.

- x Final reports are not page limited; the length and details are the project lead's discretion.

Regularization into the Operating Budget   or Seeking Additional Funding   :

If the pr oject leads wish to nominate the project for inclusion in the regular operating budget of the College, they should consult with the CTLA staff. Inclusion in operating budget requests is not automatic; all proposals for budget inclusion, whether Innovation Fund projects or any other budgets, are submitted to the office of the Dean of the College for consideration by the budget committee.

Planning projects, by definition, and some pilot projects, would likely not be ready for inclusion in the College's regular budget. For leads with planni ng projects who wish to submit a subsequent application continuing their project as a pilot project (up to three additional years of funding), the planning project's progress or fin al report would be reviewed, along with the new application, by the funding committee to evaluate if further funding is warranted.

Note that: (1) there is no guarantee that the successful completion of a planning project will result in fundin g of a subsequent pilot project; and (2) decisions for pilot project funding following a planning project are to be reviewed and decided at the same time as all other regular applications during the academic year (once a year, in late September). Planning projects leads should know that there may be a gap between planning and pilot project funding, if such leads are successful in applying for subsequent pilot funding, and plan accordingly. The Innovation Fund will not provide interim funding.

Seeking Space or Course Release Needs

It is said that innovative ideas come from "thinking outside the box." The implementation of these ideas, however, may require some consideration of the constraints of time allocation, space planning, and work commitments. During the review process the Innovation Fund Committee may offer advice on removing institutional barriers to the innovation, however, the proposers' request may have to be adjusted to best fit the needs of the College or academic department.   To minimize barriers to a successful proposal, a project lead should communicate with the relevant academic department, committee, or administrative office. For example, if the project requires an allocation of space on campus, it is helpful to consult with the College's space committee. If the project relies on a faculty member receiving a course reduction, it is necessary to consult with the Dean of the College.

Innovation Fund   Committee

Selection   and Composition   :

- x The Innovation Fund C ommittee is composed of no more than nine members as appointed by the president, including an appointed chairperson .
- x Interest in member positions may be solicited by announcing the opportunity in any public communication or other process (e.g., FOC survey, faculty or staff meetings).
- x Though not exclusively, members for the committee may be drawn from the following: faculty, staff, alumni, and trustee s. Other unaffiliated members will also be considered

Responsibilities:

- x Using the procedure outlined in this document, the committee will evaluate and recommend funding to projects that most exemplify the criteria an d goals of the Innovation Fund.
- x The committee will consult with other relevant persons, including faculty or staff members, to seek expertise or assistance as needed.
- x They will m eet or teleconference to discuss and select proposals.
- x They will ask relevant follow-up questions of the applicant.
- x A committee member will recuse him/herself from discussion and voting where conflicts of interest arise regarding a particular proposal.

Procedure   :

- x Proposals will be distributed to committee members for review.

x Funding recommendations for pilot projects shall be by majority. If a tie breaker