
Request for Proposals

“Taking Collaboration to Scale”

Introduction to Round Five:

SUNY has awarded over $2.8 Million in Innovative Instruction Technology Grants (IITG) to faculty, librarians, and instructional support professionals in support of the Chancellor’s “Power of SUNY.” Since 2012, this program has been highly successful in demonstrating how campus based ideas can be effectively shared and scaled across multiple campuses and sectors.

Round Five takes Systemness to a new level by engaging and rewarding highly entrepreneurial faculty and staff willing to leverage the Power of SUNY through the SUNY Excels Framework.

IITG has funded courses that have scaled to MOOCs, textbooks that are open to all, and enabled faculty to develop instruction within cloud based applications. Working across sectors, students from small campuses can now visualize big data sets on world-class research supercomputers; and thoughtfully document and organize academic careers with e-Portfolio applications, often with micro credentials, based on SUNY-wide IITG funded research and campus development.

This RFP seeks to reward applicants who leverage and build upon previous IITG projects and SUNY Initiatives currently underway.

IITG funds provide a path to accomplish these goals by using technology in service of pedagogy and by taking learning to scale through online course and degree access, open education resources (OER), mobile apps, and other tools that personalize learning, create experiential activities, and use research to improve outcomes - whether in virtual, traditional or hybrid environments.

Some examples may include (but not be limited to):

Access, Completion and Success by:
- Encouraging faculty to develop modularized course content that campuses may elect to use freely to assist with recruitment, expanded access and degree completion (high demand and/or low enrollment courses);
- Exploring new instructional design and delivery models for large, (including multi-campus) enrollment online courses to identify effective strategies for engagement and assessment of learning;
- Providing tools and resources to “on ramp” at risk, non-traditional and/or adult learners and first generation students with resources needed to be successful in existing SUNY degree or certificate programs. (An example would be embedding developmental writing and tutoring within scaffolded assignments).
- Creation of self-directed modules that can be utilized to assist students preparing for college that scale to multiple campuses by sector, or SUNY as a whole.
- Response to Coursera RFP’s that focus on problem based learning or content/curricular specializations coupled with an experiential capstone for credit or non-credit courses;

**Inquiry through:**
- Systemic programs with sustainable business models to research and support the “scaling up” of OER textbooks and related course materials. Partnerships across campuses are encouraged to support continuous curricular improvement by sector, or SUNY as a whole;
- Discipline-specific laboratories offered in a traditional format re-developed for online delivery (in parallel with an equivalent classroom session and assessed using common grading techniques).
- Self directed modules to assist students and faculty in preparing grants and proposals.

**Engagement with:**
- Construction of educational games that can be rapidly customized and easily developed (in a commonly used platform) for sharing across multiple campuses. This would include virtual learning through game playing as well as construction of custom scenarios representing lesson modules for potential use in online, MOOC, or traditional classrooms;
- Projects that leverage innovative technology and educational partnerships in service of the K-20 educational pipeline, for example, supporting educator preparation programs to create innovative, curricular designs that increase the number of NYS Master Teachers mentoring developing teachers across disciplinary areas)

**Program Resources and Information**

Application information is available and regularly updated on the IITG website. Applicants are strongly encouraged to register for informational webinars on Friday January 22nd at 11am (orientation) and Tuesday, February 9th, 2016 at 11am (application Q&A session) detailing updates in the IITG proposal process.

IITG seed grants are limited to two rounds of funding. As with all previous grant rounds, projects receiving IITG funds must select a Creative Commons license when submitting final outcomes.

Funding for the IITG projects is dependent upon receipt of funding through the New York State budget. SUNY University-wide program funds support IITG and are not administered through (or connected with) the Research Foundation. IITG Principal Investigators are assigned a state account number managed through
campus business officers at the beginning of each academic year. Local expenditures are charged against the assigned State project account, and all funds must be expended by the close of fiscal year (June 30).

Awards will be announced prior to the 2015 SUNY Conference on Instruction and Technology (CIT) to enable principal investigators time for project planning prior to the start of the summer months. Any project expenditures incurred prior to funds distribution must be supported by the campus (but can be made whole through a later journal transfer once University wide funds are in place).

**Timeline Targets**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 15, 2015</td>
<td>Online IITG Application Site Opens</td>
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<tr>
<td>March 1, 2016</td>
<td>Application Deadline (Midnight)</td>
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<tr>
<td>March 2-27, 2016</td>
<td>Peer Review</td>
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<tr>
<td>April 4 – April 17, 2016</td>
<td>IIRC &amp; SUNY Provost Staff Review</td>
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<tr>
<td>May 1, 2016</td>
<td>Award Notification Target (MOU’s distributed shortly thereafter)</td>
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<tr>
<td>Aug 15, 2016</td>
<td>State AccountsAssigned</td>
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<tr>
<td>June 30, 2017</td>
<td>All funds must be expended</td>
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**Summary of Purpose**

The purpose of these competitive grants is to encourage:

1. Faculty entrepreneurship in support of SUNY Excels (Access, Completion, Success, Inquiry and Engagement) by taking learning to scale;
2. Implementation and support of Open SUNY;
3. Development of evidence-based outcomes that demonstrate the effectiveness of instructional innovation in support of successful learning outcomes; and
4. Collaboration among SUNY colleagues and supporting partners (e.g., software and technology providers) to pilot solutions and improve quality of learning experiences, as well as provide additional funds or in-kind resources to support innovation that has scale-up potential.

These grants foster solutions at the campus and department level, while encouraging team-based collaborations across a campus, multiple campuses or in partnership with vendors to test new concepts. Resources will be made available to assist with project support (SUNY Learning Commons and access to collaborative tools) through the SUNY Center for Professional Development.

IITG does not directly support technology infrastructure. A proposal that seeks direct expenditures on technology for the sake of bolstering campus infrastructure without a clear narrative on how the technology will serve pedagogy will not be eligible for funds; however, if the technology is secondary to the pedagogical solution and learning outcomes being explored, such as testing or assessing a newly developed discipline-based application (“app”) or implementing a new process that can be broadly replicated to benefit SUNY, the cost of pilot technology may be funded.

All proposals must use the budget template provided as part of the application. Incomplete budget templates or use of a non-standard template will not be accepted. The definition of “in-kind” services generally includes campus support for a portion of faculty, staff or student time, and reasonable in-kind value of support services. Please refer to the IITG Website FAQ for more information about allowable expenditures regarding supplies, travel and staffing.

Innovative Instruction Technology Grants reward well-designed proposals that:
Seek to partner with colleagues throughout SUNY for clear deliverables
Provide a clear budget narrative for how funds will support the project;
Clearly and succinctly describe the value of the project outcomes; and
Clearly articulate an assessment strategy to demonstrate evidence of impact.

**Funding & Eligibility**

All campus-based, full time, SUNY faculty and staff are eligible to receive funds. Because IITG awards are part of University-wide (SUNY) program funds, local campus business officers and policies are key to funds access. Applicants must follow all local campus guidelines.

All project proposals should include a sustainability plan. IITG funded projects are eligible to compete for a one-time funding renewal to expand and broaden the scope of an existing project. Applicants seeking renewal are strongly encouraged to pay special attention to:

- Progress against original objectives, which must be well documented;
- A clear account of the structure and process for moving forward;
- A strong justification for renewal as part of the budget narrative; and
- A plan describing sustainability of the project without IITG funds in the future

Applicants may review previously funded projects at [http://commons.suny.edu/iitg/](http://commons.suny.edu/iitg/). Three separate funding tiers are available to meet different types of program objectives. Project examples have been provided to illustrate the contrast between funding levels, but these should not be narrowly construed as exemplars of program objectives. The number of awards for each tier will vary according to available funds and proposals received.

**Tier 1 – Up to $10,000 maximum**

- Supports professional development workshops up to $5,000 or projects up to $10,000.
- Workshops that include substantial development of materials, resources or outcomes that extend beyond a one-time meeting or event, and include small proof-of-concept objectives, are eligible for the upper award limits.
- Campus or external in-kind resources are encouraged in the budget, but not required.

*Example (5K): Giving/Getting Access to Scholarly and Instructional Material*  
*Example (10K): Design Digital Concierge for SUNY Learning Commons: Pedagogical Rich Reusable Learning Object*

**Tier 2 – Up to $20,000 maximum with a 25% Campus Match**

- Supports development of a proof-of-concept or pilot project of an instructional innovation.
- 25% of the requested project funds must be matched by the campus or from an external funding source. Guidelines for in-kind contributions are available on the website FAQ’s.

*Example: A Digital “ProofSpace,” Facilitating a Flipped Classroom for Mathematical Proofs*  
*Example: Rural Schools Virtual Project [RSVP]: Expanding Access to Advanced & Elective Online Coursework*

**Tier 3 – Up to $60,000 maximum with a 50% Campus Match**

- Supports development of an innovation as a proof of concept.
- 50% of the requested project funds must be matched by the value of campus in-kind services or value from an external funding source. Guidelines for in-kind contributions are available on the website FAQ’s.
Example: iMOOC: A Multiuser Platform for International Students to Navigate U.S.-style Virtual Learning Environments
Example: iTutor and iDemo: 3D Computer Vision/Graphics with Intelligent Avatar Interaction

Project Requirements and Limitations
All campus-based SUNY faculty, staff and administrators (including community colleges) are encouraged to respond to this RFP within the following guidelines:

- Any campus submitting a proposal(s) must have a minimum of one campus FACT² representative actively participating in FACT² webinars, and serving as a “grassroots” liaison to communicate campus concerns to the FACT² Council, and is able to communicate and distribute SUNY information and activities throughout their home campus.

- For any project that requires campus based technology support or that may affect network security, appropriate technical support staff must be consulted before the project application is submitted. IT support staff should not be assumed or obligated to support non-standard device(s) at a campus without prior consultation to avoid conflicts in meeting project objectives.

- All local campus policies and procedures must be followed for appropriate use of State funds. Funds used as project participation incentives must follow very strict guidelines and work with your campus business officer as part of a proposal. Campus business officers (or their designees) responsible for any funds distributions will need to be aware of any special circumstances involving cross-campus collaborations.

- All project content and outcomes must be openly shared as broadly as possible with Creative Commons licensing. All PI’s are required to present findings at the annual SUNY CIT conference in a format of their choice, the IITG website, and describe additional curricular or discipline based communities of practice that will benefit from the outcomes.

- All proposals must follow IRB and Human Subjects policies and processes. This should be considered as part of the proposal in order to initiate the process immediately upon receipt of an award, to avoid any delays related to data collection.

- Each project must effectively communicate how a proposed innovation will be evaluated for its contribution to a body of knowledge and/or the benefit of SUNY as a whole. Assessment must be described to a level of detail sufficient to demonstrate measurable outcomes.

Proposal Evaluation
Note: All SUNY Faculty and Staff are invited to serve as IITG reviewers. Information for how to apply as a reviewer is posted on the IITG website.

Each proposal will be evaluated in three stages:

1) Projects are blind peer-reviewed from a rubric mirroring the RFP. Reviewers have access to the complete proposal as submitted, but all reviewer identity and scores are hidden from each other. Peer review scores and comments are ranked and compiled;

2) The compiled files are forwarded to the Innovative Instruction Research Council and members of the Office of the SUNY Provost for consideration and funding recommendations in alignment with SUNY priorities

3) The SUNY Provost makes final funding decisions within available resources.
All reviewers will evaluate proposals for evidence of:

- Innovation – either in terms of a fresh concept, or a creative or novel approach to “move the dial” in scaling a solution to benefit SUNY more broadly;
- Alignment with overall SUNY strategic objectives (Power of SUNY, SUNY Excels);
- Overall quality;
  - Clear project description and vision
  - Feasibility (project timeline and budget)
  - Assessment Plan (how the project goals and outcomes will be assessed, measured and reported)
- Communication Plan (how the innovation will be shared with colleagues across SUNY and beyond);
- Clear justification for the proposed funding tier (if seeking a renewal, the narrative must describe progress to date, how funds will extend the progress, and how the project will be sustained absent IITG funds in the future);
- How well the proposed innovation, practice or method can be shared, adopted and replicated either within a particular discipline, or across disciplines;
- Evidence of campus support and appropriate levels of in-kind support to ensure successful project completion.

Questions regarding this RFP should be directed to the IITG Project Team at: iitgrants@suny.edu.