

# High Impact Practices (HIP) Grant

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**Revised September 2023**

The High Impact Practices Grant provides money to an individual or a small team of faculty to create or improve teaching and learning High Impact Practices in their Undergraduate courses.

Funds must be used to directly aid in the creation or improvement of new course High Impact Practices and learning activities. These grants are designed to fund new learning activities and innovation projects up to \$2,000.00.

Note that HIP funds are for requests between \$301.00 and \$2,000.00. For grants that are \$300.00 or less, please use the Classroom Mini Grant application process.

## High Impact Practices

The Association of American Colleges & Universities (AAC&U) has identified specific teaching and learning practices that have been shown to be beneficial to students' learning outcomes. These high impact practices have benefit regardless of students' background. The High Impact Practices Grant will be awarded to projects that involve the improvement and development of the following:

- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Capstone Courses and Projects
- Creative Endeavors

For more information about various types of high impact practices, visit [AAC&U's High-Impact Practices website](#).

## Eligibility

- All current full-time and part-time UTC faculty and staff are eligible to apply for a High Impact Practices Grant. Graduate teaching assistants may apply as secondary applicants.

## Proposal Criteria

- **New Course Component:** The proposed high impact practice must be a graded component of a specific course, producing clear deliverables. The request should be for true innovations in a course and not to shore up previous teaching activities.
- **Broad and Connected Impact:** Preference is given to grant proposals that describe a use of funds that impacts a course in a broad and connected fashion, rather than a one-time moment or one-session event in a semester. Use of funds with speakers, for example, should involve student

activities that follow-up and extend any one-time speaking event. Beyond including a syllabus for the class, the grant should show through a timeline, the specific places in the semester that are directly connected to the operation of the grant funds in the course.

- **Seed Money:** Preference is also given to projects that can be considered “seed money” for efforts that might lead to future department support or external funding. The committee is less inclined to fund projects that look like they would be dependent on these grant funds in future semesters for longevity. In other words, **these funds are not intended to repetitively support projects in future semesters or iterations.**
- **Undergraduate Courses:** Only undergraduate course-related expenses are the intended focus for these grants.
- **University Strategic Plan:** Proposed projects must support one or more of UTC’s current [Strategic Plan Goals](#).
- **Nature of Impact:** With particular attention to sustainability, special consideration will be given to proposals that are:
  - Interdisciplinary
  - Collaborative
  - Associated with a general education course
  - Associated with courses with high D/F/W rates
  - Associated with undergraduate classes
- **Sustainable Materials:** A major, but not exclusive, consideration for grants is the acquisition of materials that can be used in future courses rather than one-time use. For this particular fund, the committee normally prefers at least 50% of the request be in the form of sustainable items.
- **Timely Applications:** The committee prefers to review proposals well in advance of their deployment. You are encouraged to apply early, rather than submit a proposal for something in process during the semester.

### Student Reflection Activity

Walker Center grants are intended not only to foster innovative teaching practices but also to prompt students to become more aware of what makes for successful learning. To this end, we ask that each grant include a Student Reflection Activity (normally graded) as part of the class’s use of the funding. Here, we offer some guidelines regarding this activity:

- **Reflecting on the Learning Process:** The student reflection activity should strive for reflection on the learning process as such (meta-reflection) rather than on the content of the learning. While we do hope, of course, that the grant’s funds are used to make the content more meaningful and engaging, we envision the three-stage reflection activity (see below) as an opportunity for students to gain insight into how learning works and how engaged learning makes the learning process more productive.
- **Three Stages of Reflection:** The grant proposal should describe and structure student reflection in three distinct stages, for example (1) with a **pre-activity reflection** on the possible learning outcomes or goals of the activity, (2) with an **in-process reflection activity** integrated into funded course innovation, and (3) with a **post-activity reflection** that compares and discerns insights that may not have been anticipated by the pre-activity reflection. Overall, student reflection on the learning process as such should be integral throughout and not left to the end.

## Budget Requirements

- **Maximum:** The maximum funding limit for HIP grants is \$2,000.00. Funding requests above \$2,000.00 will be considered only for significant interdisciplinary collaborative projects involving 2 or more departments, and in instances where it can be shown that the project will have a major sustained benefit to program curriculum or a community partnership.
- **Types of Requests:** Funding may be requested for: materials and supplies, specialized software and technical support not ordinarily provided by the department, expenses related to the implementation or administration of the project, student travel expenses, honoraria, and travel related to conferences on teaching and learning.
- **Sustainable vs. Single Use:** Grant budgets need to distinguish between sustainable (reusable) items and one-time use items.
- **Honoraria:** Regarding honoraria, there is a \$1,000.00 maximum per grant request regardless of the number of presenters involved, and a per diem can only be applied to non-UTC affiliated speakers and community partners. Bear in mind that this \$1,000.00 requires justification and should not be considered the norm for a speaker's stipend, especially if travel is not involved. The committee encourages applicants to find partners for honoraria and food expenses, especially by sharing expenses with one's Department. The per diem limitation effectively means that applicants may fund a non-UTC affiliated guest's meal but not the meals of UTC faculty/staff who may join the applicant for that meal. Please look to the home Department for such funding.
- **Travel Expenses (Classes and Educational Partners):** The fund supports travel for external educational partners and travel expenses for off-campus class visits. Note that this is for local and regional travel only. The fund does not support long distance or international travel.
- **Conference Participation:** Faculty members can request funds for travel expenses related to conference attendance in the case where the conference is primarily a teaching and learning conference (particularly related to online learning). Note that the committee may grant partial funding to support the attendance of such a conference and fuller funding in the case where a faculty member is presenting a paper at the conference.

## Limitations and Restrictions

- **Limitations:** Funds may not be used for stipends, honoraria, or per diem reimbursement for UTC faculty, staff, or student employees.
- **Food Events:** Funds are not provided for food for special events or gatherings (beyond a speaker's per diem as described above).
- **Speaker Limitation:** Note that there is a restriction on one-time events for guest speakers and workshops per Department: the limit for these activities is \$1,000 per semester for any given department. We encourage you to coordinate with your Department Head and faculty when requesting such funds as your request could exhaust this pool for your Department.
- **Augment Educational Program:** Funds must be used to augment the regular educational program, not to substitute funds or services that would otherwise be provided during the time-period in question.
- **Textbooks:** Funds cannot be used for the purchase of course textbooks.
- **Other Limitations:** Please note that grant funds cannot be used for prizes, gift cards, contests, donations, food (except speaker per diem), or for Research Dialogues posters. (In-class poster

projects will be considered on a case-by-case basis.) Neither can funds be used for a Department's seminar speaker series.

## **Reimbursement**

- **Funding Cycle and Period:** Applications are accepted each month. If a proposal is accepted for funding, all funds must be spent by the end of the term of your award (fall, spring, or summer; or academic year, if a year-long project).
- **Reimbursement Process:** The awardee must work with their department Administrative Assistant and the WCTL Administrative Assistant to handle invoices, receipts, and reimbursements. Purchases should be discussed with these Administrative Assistants in the event that university-connected vendors ought to be involved. The Walker Center will provide additional reimbursement guidelines upon the awarding of grants.
- **Reimbursement Limitations:** Note that students cannot be reimbursed directly for grant related expenses. These funds are only designed for grant awardees, through their departments, to handle expenses.

## **Program Final Documentation and Dissemination Requirements**

- **Final Report:** Grant recipients will be required to submit a final report. The due date for the final report submission will be based on the project's completion timeline, normally by the end of the semester in which the project is completed. Note: If a final report is not submitted, the recipient forfeits the right to apply for a future WCTL Grant.
- **Dissemination of Results:** Grant recipients must participate in either a fall or spring Teaching Innovation Roundtable hosted by WCTL near the end of each semester devoted to the academic year's grant awards. This panel involves offering a five-minute presentation of the results of the funding, showcasing learning innovation at UTC. These gatherings are typically over lunch and are open to the university through registration.

## **Grant Cycle and Review Process**

- **Application Form and Deadlines:** Proposals should be submitted using the High Impact Practices Grant application form and checklist as found on the WCTL Grant Website, including any required attachments by the 1st of the month. (Note that sometimes deadlines are jarred because of weekends and holidays, so please consult the WCTL website for those dates).
- **Monthly Cycle:** Proposals will be considered on a monthly basis by an interdisciplinary committee using the committee's evaluation guide. Please do not count on funding for a class project or design your course to depend on an award. Be sure to allow the committee ample time to complete its review process.
- **Failure to Use the Designated Forms:** Applications that do not use the designated application form will not be considered by the committee.
- **Award Notice:** Applicants will be notified within 30 days of award status.