

High Impact Practices (HIP) Grant

Guidelines 2020-2021 (Revised February 2021)

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 courses. Funds must be used to directly aid in the creation or improvement of a high impact practice. These grants are designed to fund new activities and innovative projects up to \$2,000.00, though higher amounts to \$5,000.00 will receive consideration.

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

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.

For more information about each type of high impact practice, 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 and Elements

- The proposed high impact practice must be a **graded component of a specific course**, produce clear deliverables.
- The grant implementation in the course should **include a student reflection component** (preferably written) that causes the student to consider the impact of the learning process fostered by the grant. Reflection here means not simply a response to the activity as such but more importantly a **meta-reflection** on the learning process itself (and the student's relation to that

process). This can be achieved through a writing assignment, discussion board, a survey with space for extended reflection, and the like. Describe this component and include related rubrics.

- Preference is given to grants 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 time-line**, the specific places in the semester that are directly connected to the operation of the grant funds in the course.
- 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.
- Only **undergraduate course-related expenses** are the intended focus for these grants.
- Proposed projects must support one or more of UTC’s current [Strategic Plan Goals](#).
- 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).
- With particular attention to sustainability, special consideration will be given to proposals that are:
 - Sustainable (elements can be reused in future courses without additional HIP funding)
 - Interdisciplinary
 - Collaborative
 - Associated with a general education course
 - Associated with courses with high D/F/W rates
 - Associated with undergraduate classes

Budget Requirements

- The maximum funding limit for grants is \$2,000.00. Funding requests above \$2,000.00 will be considered for significant interdisciplinary collaborative projects involving 2 or more departments or classes, and in instances where it can be shown that the project will have a major sustained benefit to program curriculum or a community partnership.
- 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, and honoraria.
- Grant budgets need to distinguish between **sustainable** (reusable) items and **one-time use** items.
- Regarding **honoraria**, there is a **\$500.00 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 \$500.00 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.

- Limitations: Funds may **not** be used for stipends, honoraria, or per diem **reimbursement for UTC faculty, staff, or student employees.**
- Funds are **not normally provided for food for events or gatherings** (beyond a speaker's per diem as described above).
- **Speaker/Workshop Limitation** and Sustainability Preference: To encourage grants that are "sustainable" (i.e., funds to support acquisitions which can be used again in future semesters), **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.** We encourage you to coordinate with your Department Head and faculty when requesting such funds.
- 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.
- 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.
- 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.

Program Final Documentation and Dissemination Requirements

- 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 HIP Grant.
- Grant recipients must present about their project at WCTL's Faculty Showcase, UTC's Research Dialogues, the WCTL Blog, or in another approved external Conference or Workshop setting where the project receives substantial focus. Such a presentation should contain a description of the project, explanation of the implementation, and assessment data.

Grant Cycle and Review Process

Proposals will be considered on a monthly basis by an interdisciplinary committee using the selection criteria rubric. Proposals should be submitted using the High Impact Practices Grant application form and checklist, including any required attachments to wctl@utc.edu 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). Applications that do not use the application form will be returned to the applicant for correction and will not be considered again until the next application cycle. Applicants will be notified within 30 days of award status.