Instructional Enhancement Grant Program (IEG)

Program Guidelines

The Instructional Enhancement Grant Program (formally known as the Technology Fellowship Grant Program) is an initiative designed to help Hopkins faculty develop or enhance course resources by combining their instructional expertise and project design capabilities with the skills of students who are interested in enhancing their portfolios. The focus of this program is to create instructional resources that support **undergraduate education**.

Together, the teams design and develop projects during one of three time periods:

- Summer/Fall only (May 1, 2025 – December 31, 2025)
- Summer/Fall/Spring (May 1, 2025 – April 15, 2026)
- Fall/Spring only (September 1, 2025 – April 15, 2026)

Please indicate in your application which period you will follow.

Each project should be structured at a maximum of 266-hours of total student time. Undergraduate students will be paid at the rate of $17.00 per project hour. Graduate students will be paid according to the Collective Bargaining Agreement (CBA). During the implementation schedule established by the team, the faculty member provides project concept, continuing consultation, and oversight. All members are expected to be in Baltimore during the period selected by the team and to meet with staff in the Center for Teaching Excellence and Innovation (CTEI) for at least two status update discussions scheduled at mutually convenient times. **A draft project plan must be completed and submitted to the appointed CTEI liaison at the required project planning session before team members leave campus for the summer.**

Once the team members have committed to a project period, they may not extend their work into a subsequent semester without prior consultation with the CTEI. Faculty members will receive their stipends upon completion of the project. Student team members will be paid on an hourly basis as work is completed, up to a 266-hour limit. For purposes of this grant program, graduate students are considered "students" and are not eligible to propose projects as supervising faculty.

Project updates involving faculty, their student partners, and CTEI staff are required. They will be scheduled at times convenient for all team members.

Roles

Faculty

The Instructional Enhancement Grant Program assumes that the faculty member is a full partner of the project and will provide the project concept (<u>including an assessment strategy</u>), subject matter expertise and project management oversight throughout the duration of the project. The faculty member is responsible for selecting their student partner(s) and is required to provide a detailed job description of the project work that will be executed by the student for the application submission. This essential information will be used for University Experiential Learning (UEL) SMILE documentation during the hiring process. The faculty member also ensures the maintenance of the resource developed beyond the period of the grant funding.

While faculty members are not required to engage in digital project development along with the students, they are encouraged to do so.

Student

The primary role of the student(s) is to assist the faculty member in "realizing" the vision of the project. Students' work consists of digital development (html, graphic or web design, multimedia work, programming), learning innovative technology skills if necessary, consulting with CTEI staff members during the project if needed, and presenting project status updates at meetings with CTEI staff. Student team members are responsible for accurately recording all project time worked and submitting hours **weekly** in the TimesheetX payment system for approval by the IEG Program Coordinator.

CTEI

Each project will have an assigned CTEI staff liaison to provide technical, instructional design, and project management expertise and consulting. The CTEI staff liaison will also help the team articulate project milestones and provide mechanisms for reporting progress, if needed. Faculty and student team members are encouraged to use the facility, equipment, and consulting services of the CTEI during the duration of the grant. CTEI can assist with locating appropriate training and resources about technology related to the projects.

Funding

Instructional Enhancement Grants are to be used for faculty and student wages; grant funds are not available to support equipment/software acquisitions. Departmental funds should be used for non-payroll needs. Payment for faculty/student grant recipients is dependent on attendance at meetings and submission of project plans as described above. All questions about payment should be addressed to Yvonne Moore-Jones, Instructional Enhancement Grant Program Manager (ymoorej1@jhu.edu).

Student Payments

All undergraduate student team members are paid at the rate of $17.00/hr. Graduate team members will be paid according to the CBA. Multiple students may work on a project, but the total payment to the student team may **not exceed $4,000 total** (the equivalent of approximately 266 hours per project). Faculty partners are responsible for accounting for hours worked and tracking project milestones. The CTEI reserves the right to terminate projects and stop student payments if acceptable progress is not made based on project milestones.

Faculty Stipends

The faculty stipend for project oversight ($1,000) will be paid upon completion of the project.

Eligibility

Full-time faculty and full-time student teams from the Krieger School of Arts & Sciences, the Whiting School of Engineering, the Peabody Institute, the Bloomberg School of Public Health, the School of Nursing, the School of Medicine, and the School of Advanced International Studies are eligible to apply for these grants. The focus of this program is to create instructional resources that support **undergraduate education and learning;** however, resource development is acceptable for graduate courses in which full-time undergraduates regularly enroll. All teams must consist of one faculty member and at least one student. Students and faculty are not required to be from the same school.

Reporting

Once an award has been made, a draft project plan must be completed and submitted to the appointed CTEI liaison before teams leave campus for the summer break. In addition, each team should develop a schedule of project milestones at the start of the project; this will be used to evaluate project development. CTEI staff will be available for consultation on developing project milestones. Continuing payments are contingent upon ongoing progress and adherence to the project milestones schedule. Teams must complete mid-semester project update documents.

Teams must submit a Project Final Report *(described below). In addition, teams will be asked to complete an Instructional Enhancement Grant Program evaluation at the conclusion of the project.

Project Final Report

The final project report must address each aspect of the evaluation criteria from your proposal, in summary, along with the project's results (requirements listed below). Screenshots, links to the developed resources, and/or videos are highly encouraged to supplement your report. The CTEI will provide an optional template to fill out to ensure the requirements are met. All final project reports will be posted on the CTEI website. Please keep in mind your report will be communicated to audiences internally and external to Hopkins.

Report requirements checklist:
- Name of project with team members and department

- Audience (course, size of class, frequency of course being listed, and subject specifics)
- Pedagogical challenge for this audience
- Solution and technical summary
- The assessment approach listing the benefits observed/measured
- Next steps and sustainability of the project into the future
- Links to resources, screenshots, videos, etc. (highly encouraged)

Evaluation Guide

A committee of faculty and CTEI staff will evaluate all proposals based on the criteria below. Projects will be evaluated against the following criteria described below in order of importance.

1. **Enhances Pedagogy**: The proposal suggests a new or enhanced way of thinking about curriculum.

2. **Has a viable assessment strategy**: The proposal suggests concrete ways to evaluate and report its impact on teaching and learning in the course it supports.

3. **Increases accessibility to instruction**: The project enhances students' ability to access electronic information resources, their instructors, their classmates, or a broader set of resources to support the course objectives.

4. **Develops an approach that can be generalized or scaled**: The project serves as a prototype that can be modified, enhanced, or extended to other venues, divisions, departments, or courses.

5. **Provides/develops new electronic resources**: The project yields new electronic resources for learning, such as databases, simulations, and multimedia applications. Summarize how your proposal will resolve the challenge or problem. The solution should specifically describe the instructional enhancement(s) to be developed by the students under the faculty's mentorship.

6. **Increases collaboration:** The project enhances and facilitates collaboration among students and/or faculty within a division, or between faculty and staff of different divisions or service units of the University, such as the libraries, the JHU Press, or Information Technology Services.

7. **Is cost conscious**: The budget will be allocated to the student fellow(s) in an amount up to, but not exceeding, $4,000 for the scope of work that will be sufficient to complete the project.

Application Sections

We recommend observing the word limit for each section. The student fellow[s] can write their statements in a word processor application, observing a 300-word limit each. These statements can then be copied and pasted into the text box provided. The students' names should accompany their statements.

Audience

Briefly state who the audience for the completed project will be. Typically, this will be the students in a specific course or courses. If the resource will be used more broadly, please include that information.
(Please limit to approximately **150 words**)**.**

Pedagogical Challenge

State the problems or issues your proposal intends to address.
(Please limit to approximately **150 words**).

Solution

Summarize how your proposal will resolve the challenge or problem. The solution should specifically describe the technology resources to be developed by the students under the faculty's mentorship.
(Please limit to approximately **150 words**).

Assessment Strategy

Describe how you will evaluate the impact of the resource developed on the teaching and learning in the course it supports.
(Please limit to approximately **150 words**).

Fellow Statement

Please address the following:
- Describe your current skills and what you hope to gain as a student on this project.
- How will your technical skills contribute to the success of the project?
- If your team's proposal is accepted, how will you balance your normal academic and extracurricular commitments with the added responsibilities of the grant?
- Include a description of your level of experience with the technologies to be used in your project. If you are inexperienced, explain how you plan to address that.
- American Citizen or have an F1 Visa - indicate in your statement as this will be required for payroll purposes.

(Please limit <u>each fellow</u> to **300 words**).

Faculty Proposal

This program supports faculty-student teams in the development of resources for undergraduate courses in any division. Examples of past projects may be found at https://ctei.jhu.edu/programs-and-services/instructional-enhancement-grant-program.

Please address the following:
- What is the pedagogical issue or problem that your project intends to address? (Criterion 1)
- How are you currently dealing with this problem, and how will your proposed project improve your students' ability to learn, increase their access to resources, or encourage more active or collaborative learning? (Criteria 3 & 6) How is this approach new or unique? (Criterion 5)

- Please explain how you will use the assistance of a student(s), what skills do you hope they will bring to your project, and how you will manage the project workflow with them. (Criterion 7)
- How will the objectives of the project be divided between faculty and student(s)? (Criterion 7)
- How will you determine whether your project has been successfully completed and how will you measure its impact on the course? (Criterion 2)
- How many hours per week during the academic year do you expect the student(s) to work on this project? (Criterion 7)
- What other courses or departments could benefit from this project? (Criterion 4)
- How will this resource be maintained beyond the funding of the grant? (Criterion 4)

(Please limit to approximately **500 words**).

Additional Help

For more information on your proposal or the Instructional Enhancement Grant Program, please contact Yvonne Moore-Jones at ymoorej1@jh.edu or 410-516-7181.