## Call for Proposals:

## Faculty Instructional Projects

**PURPOSE**:

Faculty instructional projects are led by a faculty “principal investigator” with the intent of addressing a need or opportunity in the curriculum with acquisition of equipment or supplies. Faculty are expected to present the results of their project upon completion. Proposals must include goals, timeframe, and intended results or outcomes. Labor is specifically not funded for these projects.

**WHO MAY APPLY**:

Faculty instructional projects may be individual or small group. They may be done within or across departments, as part of a common course or separate courses. The projects must be aligned with some portion of the curriculum and must have formal chair support for the project.

**WHEN TO APPLY**:

March 22, 2024 (approximate notification/ start date: April 5)

All proposals must be submitted via email to techfeeproposals@floridapoly.edu and late proposals will not be accepted. Incomplete/ partially submitted applications will be eliminated from the review process.

**PROPOSAL REVIEW PROCESS:**

A review panel made up of the University’s Technology Fee Committee will evaluate the proposals and make recommendation to the Provost; it should be assumed that the reviewers are ***not*** knowledgeable about the specific content area of the proposed work.

The reviewers will assess each application using the following criteria for each award:

* Potential impact of the proposed work on the student educational experience
* Clarity and appropriateness of the description of the roles of the team members
* Appropriateness of the budget

**TEAM MEMBER ROLES**:

In the proposal it must be clear that:

1. performing the work of the project will not have an adverse effect on other obligations to the students or university;
2. all team members intend to participate in the project

**The project team is required to submit a formal final report within four weeks of the project end date.** The report should summarize the results of the project and should include a final budget report and must be signed by all team members.

**All participants agree to acknowledge the support of Florida Polytechnic University in any presentations or communication of the results of the project.**

**APPLICATION**:

The application must contain all the information below in order to be considered for funding:

* Completed and signed Proposal form
* Non-technical abstract
* Project plan
* References
* Budget information
* Signatures for all applicants