Intro:

In recognition that even small sums of money can encourage (or seed) experimentation and curricular improvements, the Tier 1 seed grants are intended to support small-scale, short-term projects that augment instruction. Instructors of record for undergraduate, graduate, and professional student courses at UCLA are eligible to request funds. Grants may be used to cover expenses such as poster printing costs for course-related project presentations and software/licensing expenses for course-related pilot projects with academic technology. Notably, for all software/licensing requests, applicants will be required to consult with the Bruin Learn Center of Excellence to navigate UCLA's third-party risk management (TPRM) and procurement process as well as to evaluate proposed academic technology tools for potential for broader adoption, scalability, and integration with other campus services. These grants may not be used to supplement standard classroom expenses that should be covered by departmental budgets such as consumable supplies and printing costs for handouts or exams.

Individual courses are eligible for up to three consecutive years of grant support. This time frame allows instructors who receive funding to assess the impact of their innovations on student learning and other course outcomes while exploring strategies with their respective departments for long-term sustainability (i.e. departmental funding for innovation beyond the third year of TLC grant support).

Tier 1 seed grants are available in amounts up to $1,000.00 per instructor of record per academic year. Awarded funds will be transferred directly to departments, which bear full responsibility for administering the funding and any associated hiring or vendor payments in strict accordance with university policies, as well as state and federal regulations. Departments will also be solely accountable for any budget overages. Any funds not used by the end of the fiscal year will be returned to TLC; no carry forwards are allowed.

Special Instructions:

Please note that the application requires two documents to be uploaded:
      A Chair's Endorsement Form, available [here].
      A Budget Workbook, available [here].

If your Seed Grant request is for a course, please also include a syllabus (a draft is acceptable) that outlines the activity the grant will support, as well as the syllabus from the last time you taught the course.

You may wish to prepare these documents prior to beginning the application below.

Questions:

1. Instructor Name(s)

2. Academic Title
   - Options:
     - Professor
     - Associate Professor
     - Assistant Professor
     - Adjunct Professor
     - Adjunct Assistant Professor
     - Lecturer
     - Department Chair
     - Other

3. If "Other," please provide your title:

4. Email Address

5. Department

6. Course (please list subject area and course number)

7. Course Syllabus (a draft is acceptable)

8. Previous Course Syllabus (if the course was previously taught by the applicant)

9. Request
   - Options:
     - Course Enhancement Project
     - Field Trip
     - Distinguished Guest Speaker Honoraria
     - Instructional Software/Vendor Product/App
     - Professional Development Activity

■ Other

10. Date of project implementation

11. Total Project Budget (enter $ amount)

12. Please download and upload the following "Funding Request Budget" (include an exact budget for request, without exceeding the maximum specified limits):

    TLC Seed Grant Budget Template

13. Brief budget justification (<500 words)

14. Departmental FAU (to which funds will be transferred from TLC if grant application is approved)

15. Anticipated in-kind departmental/instructor contributions/support (optional)

16. How does this activity elevate teaching in alignment with UCLA's strategic plan? (<500 words)

17. How do you imagine this activity can be sustained by your department beyond the funding period? (<500 words)

18. Please download and upload the "Department Chair's Endorsement Letter." This indicates that the chair acknowledges that the funding is limited to three consecutive years and that the department is expected to identify an alternative funding source thereafter.

    Seed Grant Chair's Endorsement Letter