Overview:

Tier 3 grants provide funding to catalyze and support more substantial instructor-initiated course interventions and program development projects that advance teaching practices, curriculum, and pedagogical research and inspire new ways of engaging students in innovative and equitable instruction. UCLA instructors of record for undergraduate, graduate, and professional student courses are eligible to request funds.

By acting as a catalyst for change, these grants should foster implementation, expansion, and assessment of innovative teaching and curricular approaches with the potential for large-scale impacts on students, instructors, and departmental culture. These grants provide financial resources ranging from $6,000 to $35,000 per instructor of record per academic year. Individual instructors are eligible for up to two consecutive years of grant support. To support the implementation of proposed projects such as redesigning a course or course sequence or developing interdisciplinary teaching collaborations, instructors also may request in-kind support from the Teaching and Learning Center as follows:

- Course and curricular design (contact IDMP)
- Project assessment (contact ASIE)
- Media production (contact IDMP)
- Teaching workshops for instructional teams, including TAs (contact EDP & GSPS)

Grants may be used to support activities such as full or partial course (re)design, curricular improvements involving new technology or instructional materials, major reform of teaching strategies across multiple courses (or multiple sections of a course) to improve student engagement and learning, and pedagogical research studies aimed at documenting and disseminating the effect of such course-level change strategies. Funding may be requested to support wages for students (undergraduates, TAs, or GSRs) or staff to assist with the project and financial support for faculty and instructors (up to $10,000).

Tier 3 grant proposals must articulate a clear plan for enhancing the student experience, define specific project goals (i.e. expected outcomes of the project), and a strategy for evaluating the effectiveness and impact of the proposed course intervention. Applications should demonstrate how the proposed project aligns with UCLA's strategic plan to elevate how we teach and should address the potential for sustainability within the department or academic/administrative unit after the grant period ends. Successful applications will be bound within a defined and realistic timeline and leverage existing campus resources, including programs and services provided by disciplinary teaching support units. While not a requirement of Tier 3 grant proposals, applicants are encouraged to explore opportunities for their department or program to either commit matching funds and/or contribute other non-monetary support of the project to evidence a broader investment in the success and sustainability of the proposed course intervention.

Awarded funds will be transferred directly to departments, which bear full responsibility for administering the funding and any associated 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. Funds should be used within the funding period specified in the award letter; no carry-forwards are allowed if funds are not spent by the end of the fiscal year corresponding to the award end date. Any remaining funds will be returned to the TLC.

Special Instructions:

Please note that the application requires several documents to be uploaded:

1. Project Narrative (it should not be more than 5 pages, single-spaced, and minimum 11-pt font)
2. Reference List (Please upload a PDF; use APA format; should not be more than 2 pages)
3. TLC Director(s) letter of support
4. Char's Endorsement Letter, available [here]
5. A Budget Workbook, available [here].

If your Catalyst 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:

The following questions pertain to the Principle Investigator:

1. First Name
2. Last Name
3. Academic Title
   - Options:
     - Professor
     - Associate Professor
     - Assistant Professor
     - Adjunct Professor
     - Adjunct Assistant Professor
     - Lecturer
     - Department Chair
     - Other

   - If "Other," please provide your title:

4. Email Address

5. Department

The following questions pertain to Secondary Collaborators:

6. Please provide the following details for up to 5 Secondary Collaborators (SCs) involved in the project: Full Name, Title, and Email Address. Include any personnel from other campus units contributing to the project, whether funded or in-kind.

The following questions pertain to the project:

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

8. Course Syllabus (a draft is acceptable)

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

10. Request
    - Options:
        - Course-level Enhancement
        - On campus, hybrid, and online course development
        - Innovation in access and opportunity
        - Experiential Learning
        - Interdisciplinary Collaborations
        - Pedagogical Research
        - Other (please specify)

11. Project Summary (<350 words)

    Please briefly describe the overall goal of the project, the strategy/approach/methodology you are implementing, and what you predict or expect to occur as outcomes if the project is successful.

12. Proposed Project Timeline (project period with proposed start and end dates)

13. Project Narrative

    Please upload a PDF of your project narrative; it should not be more than 5 pages (single-spaced and minimum 11-pt font). Tables and figures are included in total page count. Please use the following prompts to guide the organization of your narrative.

    - What do you hope to achieve with this project? What are your project goals or aims?
    - What are your expected outcomes?
    - How are you planning to achieve these outcomes? Describe the specific approach or strategy.

- - What evidence have you considered that supports your proposed approach? Are there prior research studies you have read? Are there examples of success at other institutions? Be sure to cite your sources.
  - What do you need in terms of personnel or materials/equipment to accomplish your goals?
  - How will you evaluate the effectiveness of your intervention or its impact on students and other relevant stakeholders?
    - Note: It may be helpful to schedule [a consultation with an ASIE staff member](#), who can provide guidance on how best to set up the assessment for your project.
  - How does this activity elevate teaching in alignment with [UCLA's strategic plan](#)?
  - How do you plan to broaden the longer term impact of this project within your department, across campus and beyond?

14. Reference List

    Please upload a PDF; use APA format; should not be more than 2 pages

15. TLC Commitment (In-kind Support)
    Select all the apply:
    - Course and curricular design (IDMP)
    - Project assessment (ASIE)
    - Media production (IDMP)
    - Teaching workshops and related support (EDP and/or GSPSE)
    - N/A

16. Upload a PDF of a letter of support from relevant TLC director(s)

17. 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.

    [Catalyst Grant Chair's Endorsement Letter](#)

18. Funding Requested

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

    [TLC Catalyst Grant Budget Template](#)

19. Brief budget justification (<500 words)

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

21. Voluntary cost-sharing is encouraged but not required. Please specify any anticipated in-kind departmental/instructor contributions/support for this project (optional).