

Overview

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Tier 3 Catalyst Grants provide funding to support 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.

Submission Deadline: March 1, 2026

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

1. Project Narrative (it should not be more than 4 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. Catalyst Grant Consultation Feedback Letter from relevant TLC directors.
4. Department Chair's or Program Director's Endorsement Letter. Please see [Guidelines](#) for the endorsement letter.
5. Complete Budget Workbook. Please use spreadsheet provided in [budget template](#).

6. Brief Budget Justification (<500 words).

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.

Principal Investigator

The following questions pertain to the Principal Investigator (PI):

First Name

Last Name

Academic Title

If "Other," please provide your title:

Email Address

Division or School

If "Other," please provide your Division or School

Department

If "Other," please provide your Department

Co-Principal Investigator

The following questions pertain to the Co-Principal Investigator(s).

The TLC recommends no more than 2 Co-PIs.

Co-PI 1: Full Name

Co-PI 1: Academic Title

Co-PI 1: Email Address

Co-PI 2: Full Name

Co-PI 2: Academic Title

Co-PI 2: Email Address

Secondary Collaborator(s)

Please provide the following details for **up to 5 Secondary Collaborators (SCs)** involved in the project: **Full Name, Title, and Email Address**. This may include personnel from campus units other than TLC who are contributing effort to the project, whether funded or provided as in-kind support.

SC 1: Full Name

SC 1: Academic Title

SC 1: Email Address

SC 2: Full Name

SC 2: Academic Title

SC 2: Email Address

SC 3: Full Name

SC 3: Academic Title

SC 3: Email Address

SC 4: Full Name

SC 4: Academic Title

SC 4: Email Address

SC 5: Full Name

SC 5: Academic Title

SC 5: Email Address

Project Details

Course(s) (please list subject area and course number)

Upload Course Syllabi (if applicable)

Grant Category

If "Other," please specify:

Project Title (< 15 words)

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.

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

Project Narrative

Please upload a PDF of your project narrative; it should not be more than 4 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 are your project goals or aims?
- What are your expected outcomes?
 - Succinctly describe project milestones and deliverables for each milestone.
- 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 have you incorporated TLC feedback into your final proposal?
- 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?

Reference List

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

Catalyst Grant Consultation Feedback Letter

Please upload a PDF of a Catalyst Grant Consultation Feedback Letter from relevant TLC director(s). If you have more than one letter, combine them into a single PDF for upload.

Department Chair or Program Director

Please provide the full name, title, and email address of the department chair/program director to whom the Principal Investigator (PI) reports.

First Name

Last Name

Title

Email Address

Department Chair's or Program Director's Endorsement

The chair should address how this project aligns with broader departmental needs and priorities, as well as a plan to sustain the project beyond the funding period. Department chairs should specify cost-sharing opportunities either at the department or division/school level. Lastly, the chair should indicate their commitment to carving out time at a departmental meeting for the PI to present and discuss their work among colleagues at the end of the project period. Please follow the [Guidelines for the Chair's Letter of Endorsement](#) and use UCLA departmental letterhead.

Funding Requested

Please **download and upload** the following "[Tier 3 - Catalyst Grant Budget Template](#)" (include an exact budget for request, without exceeding the maximum specified limits)

Brief budget justification (<500 words)

Upload a PDF with your budget description. Please break it down into categories aligned with the budget sheet. Since funding for Tier 3 grants comes from a number of sources and may be restricted for certain purposes, the budget detail is essential.

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

Department Manager/CAO Name

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

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