OFFICE OF THE PROVOST

CALL FOR PROPOSALS

Engaged Practices Innovation (EPI) Grant Program

PURPOSE: To stimulate the development of innovative projects that increase student engagement, thereby leading to increased retention and persistence to graduation.

DESCRIPTION: One-year seed grants in amounts ranging from $5,000-$20,000, available to administrative or academic departments, schools or colleges. Proposed projects may be new initiatives or significant enhancements of existing programs. Funds may be used for supplies, equipment, and/or faculty/staff salaries. Awardees are expected to disseminate information on the nature of their project, its outcomes and lessons learned.

ELIGIBILITY: Faculty and staff in any administrative or academic department, school or college are eligible. Interdisciplinary collaboration is encouraged but not required.

REQUIREMENTS:
- Projects must involve at least two faculty and/or staff members and must have the approval of the appropriate reporting line authorities (e.g. program or unit director, department chair, dean, etc.).
- The applicant (unit) must share the costs of the project with the sponsor (the Provost’s Office)
- The project must include an assessment plan
- Proposal must be well documented, supported by the literature
- Proposals must demonstrate sustainability beyond the term of the grant

AVAILABILITY: There will be two Requests for Proposals, one for projects to be implemented in fall 2015, and one for projects to be implemented in spring 2016. Up to $50,000 each fiscal year is being made available for EPI Grants.

DEADLINE: Applications for projects that will begin in spring 2017 must be submitted by October 3, 2016. Applications for projects that will begin in fall 2017 must be submitted by April 18, 2017.

FORMAT: Proposals should be no longer than 1,200 words (12 point font, double spaced), excluding cover page, reference pages, budget pages and appended materials. The proposal should include:

1. Abstract
2. Introduction and Background
3. Description of the project in the context of current literature
4. Discussion of the expected impact of the project on student engagement, success and retention
5. Assessment Plan
6. References
7. Budget with justification and proposed cost share
8. Appendices (as needed)
9. Letters of Support (as applicable)
   - program or unit director
   - department chair
   - dean

Applications that do not follow these guidelines will not be reviewed.

SELECTION: The Student Success and Satisfaction Committee will review proposals using the evaluation form on page 3 and will make recommendations for awards. All awards are subject to final approval by the Provost.

DISBURSEMENT: Budgets will be administered through the appropriate administrative or academic department, school or college. All funds must be spent within twelve months of the date of the award.

REPORTING: A full report on the success of the project will be due 18 months from the date of the award. Reports may be no longer than 1,500 words (12 point font, double spaced), excluding cover page, and appended materials. Reports must include:
   - A review of the goals of the project
   - A description of the outcomes
   - An assessment of the impact of the project
   - The current status of the project and future plans

SUBMISSION: Proposals and reports should be submitted in pdf format to Brian Reed, Associate Provost for Teaching and Learning (brian.reed@uvm.edu), by the noted deadlines.
OFFICE OF THE PROVOST

Engaged Practices Innovation (EPI) Grant Program

PROPOSAL EVALUATION FORM

Project Title ________________________________________________________________

PI __________________________________________

Unit (administrative or academic department, school or college) _________________________

Date ___________________ Reviewer ___________________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Superior</th>
<th>Weight</th>
<th>Sub-Score</th>
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</thead>
<tbody>
<tr>
<td>Credible (well conceived, well designed)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Feasible</td>
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<td>2</td>
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<td>5</td>
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<tr>
<td>Impact on student engagement &amp; retention</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Budget, including justification &amp; cost share</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Sustainability beyond term of grant</td>
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**TOTAL SCORE**

**COMMENTS:**