2022 Teaching & Learning Grant FAQ
Updated 5/18/2022

Support Questions

Could your office help with creating structures to assess this work and impact?

- Yes! Please schedule a meeting with Dr. Alice Donlan to talk more about assessing your project.

Can we test ideas with you before submitting?

- Yes! Plan to attend the ideation workshop, and also please feel free to schedule a one-on-one meeting with the TLTC by emailing tltc@umd.edu

Related to community/businesses partnerships: We are responsible for creating the connections and making the third party engaged? At the end of the day this is a networking challenge. Do we have a PR arm that can help here?

- There are a few units on campus that do work like this that you could ask to partner with, but there is no central campus office to facilitate these connections.

Budget Questions

Do I need to include fringe benefits in my budget?

- Yes. Include fringe benefits for any stipends, overloads, or other payments to campus community members. Talk with your local budget office about how much to add.

Is the program-level funding for up to $70,000 from the provost's office plus a $70,000 match from our home unit? So in total it's up to $140,000?

- Yes. exactly. Program-level projects can request up to $70,000 from this grant, but must provide 1:1 matching funds or in-kind resources. Therefore the maximum total budget would be $140,000.

Can colleges and departments provide the required 1:1 match for program-level proposals with in-kind contributions instead of/in combination with cash?

- Yes. In-kind contributions (e.g., staff time, use of equipment, other resources) will count towards the 1:1 match.

Can the $5,000 instructor stipends be split across three projects or just one project?

- Instructors may collaborate on multiple projects, but may only be funded from one project.

How will cost share be tracked? Will a separate account be issued?

- All tracking of expenses will be the responsibility of the PI's unit.
- Because of the 1:1 fund matching requirements, two sign-offs indicating awareness and support of the grant activity will be required to establish the new dedicated account: 1) the first from the relevant chair, center/institute director, or supervisor of the PI; and 2) a second from the Dean's Office in the home College/School. A google signature form will be made available to all awardees

to facilitate this requirement. Once completed, the grant account will reside in the departmental home of the PI.
- Academic Affairs will work with the relevant business managers to ensure the appropriate account characteristics are included. CBOs will receive a spreadsheet with their College/School's full list of awardees, as well as access to the proposals, budget, and award letters on Google Drive.

Can we fund community partners?

- We can only provide funding to community partners if they are provided UMD credentials through an affiliation or C1 position.

Is this one year of funding? Or multiple years?

- This is one year of funding.

What about costs related to education abroad? Could student travel be funded? Would the grant support financial assistance/scholarship for students to participate in education abroad?

- As stated on the budget guidelines, travel cannot be funded

Can travel be funded if it is part of the experiential learning practice? E.g., travel to go to a service project location.

- As stated on the budget guidelines, travel cannot be funded

What is the difference between an instructor, an overload, and a consultant?

- Instructors may be eligible for an additional stipend to cover the work and hours for course redesign. This can be paid as overload if allowed by the unit head and the business office. A consultant is someone from inside or outside the organization that can contribute to the project (paid or not). If paid and if the individual is from outside the organization, a small consulting agreement needs to be fully executed.

Would the instructor stipend be considered an overload and count towards UMD's 2 overload per year limit?

- This is up to the PI, the unit head and the business manager.

Is the funding for GAs targeted to preparing the course or actually delivering the course for the single course proposal.

- Either is fine.

Where is the funding coming from?

- Proposals are being funded by the Provost's office.

What counts as "overhead"?

- Costs associated with typical UMD facilities, staffing, etc.

How can we plan to support costs associated with specialized software/learning platforms that have yearly subscriptions?

- This is a one-year grant that cannot sustain multi-year payments. Please note that proposals that plan on integrating new technology into ELMS-Canvas (currently unavailable in the DIT service catalog) should first schedule a pre-consultation with DIT (itsupport@umd.edu) to assess the feasibility of such integration and the need for a review/approval for security, FERPA, and accessibility compliance.

If funds to be expended need to occur within one calendar year, could the matching funds (for program level submissions) be used in subsequent years? As a way to extend support for sustainability?

- Absolutely, yes.

Can international team members be paid?

- External team members can only be paid if they have been granted UMD affiliate status.

Can the match be something you don't fund, like travel etc. or do the same rules apply?

- Yes it can.

Can we purchase equipment using grant funds?

- Yes, you can use the grant to buy equipment.

Is there also a $5,000 cap on payments to consultants, or UMD staff members?

- This is up to the PI and how they want to justify the use of the funds.

Can you provide more specifics about the required 1:1 match for program-level proposals?

- The matching funds may be cash from the college or department, and/or in-kind resources from the college or department.

Logistical Questions

Is there a limit on the amount of proposals that can be submitted or awarded by an academic or programmatic unit?

- There is no limit on the number of proposals that will be considered or awarded by college. However, since units are required to write letters of support for each proposal, colleges and units may set up their own limits.

What will be the start date of the award and when the funds will be transferred to the unit?

- Proposers may start the project as soon as they are received notification with the final decision - by July 29th. Once the grants have been awarded, the University Budget Office will create a series of dedicated DRIF accounts beginning with 293xxxx. Each awardee will be assigned a unique account number from this series for their particular grant. ALL activity related to the grant must occur in this account; salary and expense transfers should be kept to a minimum. This approach facilitates accurate reporting on this key strategic initiative. This process may take some time (approx. 4 weeks) to be completed and the funds to be transferred.

Will the notification of the award be received in time to include as faculty summer 2022 funding?

- Notifications of the award will be provided by July 29, 2022. Consult with your home unit about timing.

Where can I find historical course rates of students earning a D, F, or withdrawing from the course so I can report it on the application?

- The office of Institutional Research, Planning, and Assessment (IRPA) provides some of these data on reports.umd.edu.
- Course DFW rates can be found here. Please note that you must log in and connect via secure vpn to see this page.
- Programs can find DFW rates using this page. Please note that you must log in and connect via secure vpn to see this page.

Funding Priority Questions

Can I submit an idea for a grant to support the creation of a new course that doesn't currently exist?

- You are welcome to submit a proposal for a new course, but new courses aren't a priority for funding. The new course would also need to go through VPAC for approval, and run by Summer 2023 at the latest.

Could courses be a mix of grad and undergrad levels?

- Yes, this is fine.

Can the program funding be for setting up a structure for a lower number of recurring courses rather than a greater number of courses to be offered in a single semester?

- Yes but be aware that this will not necessarily fall under the funding priorities.

How would this work for multiple sections of one course?

- Multiple sections of a single course can apply under one course-level proposal.

Can you elaborate on the civic engagement component?

- Civic engagement includes any efforts to help students become informed, contributing community members. This could include projects connected to government, policy, community outreach, or other methods.

Are you open to funding graduate courses and programs that are not GenEd, high enrollment, etc?

- Yes! We are very interested in funding graduate and undergraduate proposals.

What does it mean that we are giving special consideration to projects that partner with students as collaborators?

- These projects would include students in the design of the project, not only small tasks to implement.

MUST the program change be something that can be sustained in the future without more funding?

- No, this is not a requirement. However, it will strengthen the proposal if it is possible for the activities to continue into the future.

Partnership Questions

Can program-level proposals be across departments and colleges?

- Yes, this is encouraged.

If multiple people in a single department want to submit course-level grant proposals, could they partner as a cluster and submit one proposal?

- Each course-level proposal needs to be submitted separately. If you'd like to submit together across courses, it should be done as a program-level proposal.

Implementation Questions

Does the PI need to be the instructor of record for the course the project applies to?

- No, if there's a strong rationale for the PI to be another person this is fine.

Do course-level projects need to apply throughout the entire semester or could they take place for part of the semester in an existing course?

- The experiential learning component of the course could take place for only a part of the semester.

Other Questions

Can I submit a course-level proposal that includes two tightly-connected courses?

- Yes. We will accept course-level proposals that include two courses, assuming they are extremely connected (e.g., a course and corresponding lab, two courses in sequence, etc). Proposals that include more than two courses should be submitted as program-level proposals.

Should the three page narrative be double-spaced or single-spaced?

- The narrative may be single spaced, but we encourage you to create a narrative that is as short as possible while conveying your message.

Does the PI need to attend multiple orientation sessions?

- No, the PI only needs to attend one orientation session.

Can you elaborate a bit on program parameters. Is program simply a cluster of related courses or are you envisioning something additional for program applications?

- Program-level proposals would include ~3+ courses or other program elements (internships, seminars, non-credit experiences, etc). They have a wider scope than a course-level proposal, and are required to include matching funds.

What the report will entail?

- The report will be a brief survey that will ask PIs to report on their process, successes, challenges, and reflections. We will be interested in outcomes related to student learning, participation counts, and satisfaction/engagement across instructors and students.