

UM Experiential Learning Faculty Support Funds

Spring 2024 Request for Proposals

Spring 2024 Proposal Submission Deadline: February 11th, 2024.

Applicants will receive notice of approval/rejection no later than February 16th, 2024.

The University of Montana Experiential Learning and Career Success (ELCS) office invites proposals for fall and spring semester experiential learning support funds. Experiential learning is an important component of a student's education at UM. It is a high impact practice that supports student success and career readiness.

Experiential learning at UM includes internships, service learning, research, field experience, clinicals/practicum, independent study, project-based learning, and community engagement.

The goals of this funding program are to:

- promote outreach and engagement in high-impact practices involving faculty/staff and students in partnership with local and regional constituents;
- address the needs of citizens in Montana and beyond while engaging students in high impact experiential learning;
- connect course-based academic learning in applied settings;
- encourage external and multidisciplinary partnerships; and,
- leverage additional funds for experiential engagement activities when possible.

Experiential Learning Faculty Support Funding proposals should:

- identify reciprocal relationship(s) with external partner(s);
- describe student learning objective(s) tied to the experience;
- explain how the experience benefits the public good; and,
- show how the experience will support students' career readiness and develop career skills.

Award Information: Approximately \$5,000 is available for this round of funding. The maximum award request per faculty/staff member is \$1,000. Funding for any given proposal is one-time only, and awardees should not expect ongoing funding. Proposers are encouraged to use support funds to leverage external funding and consider project sustainability.

Who Can Apply: UM faculty and staff members who teach/facilitate student experiential learning may apply.

Eligible costs: Funds may be used to support costs associated with experiential learning activities for UM students. Costs may include:

- Materials and supplies
- Communications and technology
- Travel and event or facility costs
- Faculty/staff stipend

All funds must be expended following UM and State of Montana policies. Indirect costs (F&A and Internal Assessments) should not be calculated in the budget since this funding is internal to UM. Funds will be transferred to the appropriate UM department or college. Any Internal Assessment charges will not be funded by the grant.

Proposal Preparation and Submission:

Proposals should include a Cover Page and the Proposal Outline Form, and be no longer than 3 pages in length (using attached forms below). A letter of support from external partner(s) (one page) on the project is encouraged. The Proposal Budget Form (one page) must also be completed and attached to the proposal.

The proposal must be submitted as a single PDF no longer than 5 pages total (including the cover page, proposal outline form, letter of support, and proposal budget form) and sent as an email attachment to Jenah Mead (jenah.mead@mso.umt.edu). Applications will be accepted on a rolling basis after the priority deadline passes. Preference will be given to proposals submitted by the priority deadline.

Proposal Review Criteria and Selection Information (100 Points)

1. What High Impact Practice(s) (<https://www.umt.edu/faculty-senate/procedures/asrcr-procedures-201/high-impact-practice-definitions-attributes-201.72.pdf>) are included in this proposal? (10 points)
2. Will the students be engaged in meaningful experiential learning activities? (12 Points)
3. Is there evidence of a collaborative partnership built on reciprocity with an external partner(s)? (12 Points)
4. Will the experiential learning activities help students achieve the stated learning objectives? (10 Points)
5. How will this experience support students' career readiness? (12 Points)
6. Can the project be completed or show significant measurable outcomes by the end of the project timeline? (10 Points)
7. If applicable, is there a realistic continuation of funding plan in place to support this project after this funding is depleted? (10 Points)
8. Does the budget follow guidelines, and is it realistic to support the project goals? (12 Points)
9. Will the project leader be able to effectively share communications about the project with colleagues, ELCS, and the broader community? (12 Points)

Award Requirements:

Awardees are strongly encouraged to provide ELCS with pictures during the project that can be shared via social media postings to help promote awareness of student experiential learning. Awardees will be asked to share their project with ELCS via a final report no more than 2 pages in length.

For more information contact:

Jenah Mead, ELCS Experiential Learning Program Manager

jenah.mead@mso.umt.edu 243-5128 umt.edu/elcs

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Proposal Cover Page

Project/Class Title: _____

Primary project coordinator:

Name: _____

Title: _____

Email: _____

Phone: _____

Other Project Partners – Name and affiliation

1. _____

2. _____

3. _____

Sponsoring department or unit to approve proposal and receive funds:

Total budget request: \$ _____

Index for funds to be deposited to: _____ Account Code for deposit: _____

Activity Code (if applicable) _____

Project Start and End Dates: _____

Signatures:

Project Coordinator: _____ Date: _____

Department Chair or Unit Director: _____ Date: _____

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PROPOSAL

1. Describe the course/project and the experiential learning activity students will engage in and if it is a High Impact Practice (<https://www.umt.edu/faculty-senate/procedures/asrc-procedures-201/high-impact-practice-definitions-attributes-201.72.pdf>).
2. Identify the external partner(s) you are collaborating with and how reciprocity was achieved.
3. Describe the learning objectives that will be achieved through students' experiential learning activity.
4. Explain how this experience will support students' career readiness and develop career skills.
5. Describe how the project will be evaluated. What are the measurable outcomes and how will they be assessed? Include a timeline with milestones and/or deadlines.
6. If the project is intended to continue, identify a clear plan to find and/or leverage future funds for sustainability.
7. Explain how your project results will be disseminated to your colleagues, ELCS, and to the broader community.

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BUDGET

Type of Cost	TOTAL Requested	Brief Explanation of expense
A. Personnel Costs		
B. Benefits		
TOTAL Labor Costs (a+b)		
Other costs		
C. Travel		
D. Supplies		
Other		
TOTAL Other Costs (c + d + e)		
TOTAL Request		
External/Matching funds amount and source		
TOTAL Project cost		