2017 Advance Grant Application Guidelines

Advance Grant Goals

These grants for up to $25K are designed to help previous HILT grant recipients extend the scale and success of a prior HILT grant project. Approximately five grants will be awarded at the start of the 2017-2018 Academic Year, with the expectation that this funding mechanism will continue on an annual basis. Funding can be used in various ways; for example, to pay for a research assistant, hire a graduate student with academic technology expertise, expand an interdisciplinary teaching tool, or convene collaborative groups. Through Advance Grants, awardees will receive resources and feedback to help them scale the success of their previously awarded project. HILT will also strive to support any future scaling-up of Advance Grant projects by increasing their visibility and connecting awardees and project outcomes with others in the broader Harvard community.

Criteria

In general, grant proposals should align with HILT's mission to catalyze innovation and excellence in teaching and learning at Harvard University.

Specifically, proposals will be evaluated based on the following criteria:

- "Advancing" – How will the proposed work extend or scale the success of your previous HILT grant across organizational lines? Where is there a want/need for this work in other areas of the University?
- Generalizability – To what extent does the proposed work generalize beyond a narrow context, either in and of itself or as a ready-for-adoption model? To what extent does it have the potential to impact teaching and learning at a University-wide level?
- Sustainability – How will the proposed work live beyond the life of the grant cycle? Is there a theory about the best institutional home for the work once the project is complete? (Note: Projects with a technological aspect in particular must align with existing campus technology infrastructure.)

Eligibility

Harvard University benefits-eligible faculty, staff, and postdoctoral researchers who have previously been awarded HILT Grant funding (2012-13 Hauser grants, spark grants, cultivation grants) are eligible to apply, individually or as groups, for funding associated with the same project. While this does not disqualify other Harvard affiliates from applying, at least one collaborator must meet this criterion in order to be eligible for funding. The proposed work must extend a former HILT Grant project, and the primary investigator must have been a named project team member on the previous grant.

Those applicants whose proposed project has received or is being considered for additional funding sources should indicate this in the provided budget template. Proposals for teaching relief, business-as-usual, or cost-shifting activities will not be awarded funding.

Because a fundamental aim of the HILT Grant program is to produce models that can be shared and implemented on a broader scale for the betterment of the Harvard community, any project or resource produced using HILT support must be open source; proprietary projects will not be considered for funding.

Application

To submit a proposal, please see the HILT website. The online application includes a proposal (.pdf) – no more than five pages – that answers the following question: **What do you propose to do, and why do you think HILT should fund this proposal?**

Competitive applications will articulate:
- project goals, scope, motivation, and assessment;
- relevant evidence and efforts;
- the potential generalizability of the project work to other teaching and learning areas of the Harvard community;
- a specific plan for measuring the success or impact of the work, and/or plans to share findings with the University community;
- any community members who have expressed support for the project;
- the intended project deliverable(s) (e.g., event; report; published paper);

- an estimated budget (please use the provided budget template within the online application, which includes the following line items: hardware, software, supplies/materials, travel, catering/food, honoraria, salary, video recording/editing, developer services, designer services, incentives, other, and any outside funding sources);
- a high-level plan for sustained funding, to begin at the conclusion of the HILT funding term;
- a detailed implementation plan.

Materials submitted in the proposal process may be used to make connections, at HILT's discretion, with other members of the Harvard community who share similar interests and the grant review process may result in feedback to applicants from other members of the Harvard community. These efforts to connect and provide feedback are intended to provide benefit to all applicants, regardless of funding decision.

We recommend that you dedicate the majority of the five-page limit to the elements identified above. While you are welcome to hyperlink to additional information, the review committee may not read material beyond the five-page proposal.

Review

Applications are reviewed by members of the Harvard community, including faculty, teaching and learning center staff, academic technology managers, school and university leadership, and members of the Office of the Vice Provost for Advances in Learning, before faculty selection committee deliberations. Final decisions are made by the President and Provost.

Deliverables

Projects awarded funding will be posted publicly on HILT's web site and may be presented to the Harvard community at HILT events. At the project's conclusion, a short submission (e.g., written report, multimedia presentation, poster) is required as well as a discussion with the HILT team, indicating how the work has impacted teaching and learning, and how others can benefit from and advance the work.

Grant application timing and life cycle

The term of awarded funding is July 2017 to December 2018.

Application timing	2017 Award Cycle
Application opens	January 11, 2017
Proposals due	February 8, 2017
Review period	February – April, 2017
Awards announced	April, 2017

Grant life cycle	2017 Award Cycle
Award funds transferred	July/August, 2017 *(occurs only after an introductory meeting with the HILT team)*
Final deliverable deadline	December 31, 2018 *(unused funds will be collected)*
Semesterly	Networking reception for current and previous award recipients

Questions?

Email us at hilt_grants@harvard.edu.