2018 Targeted Support Application Guidelines

Goals
Targeted Support awards are intended to help successful teaching and learning projects scale and extend across the University. HILT has allocated up to $125K annually for Targeted Support where award amounts per project will vary depending upon the overall pool of applicants and awardees. 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. Awardees will receive resources, feedback, and community support to help them scale their projects, and HILT will strive to increase the visibility of the work and connect awardees with others in the broader Harvard community as relevant.

Criteria
In general, Targeted Support proposals should align with HILT’s mission to catalyze innovation and excellence in teaching and learning at Harvard University. Applicants should have a demonstrated proof-of-concept and be able to articulate how scaling or extending will benefit teaching and learning at Harvard, but need not have received prior HILT funding. Specifically, proposals will be evaluated based on the following criteria:

- **Generalizability** – To what extent does the proposed work generalize beyond a narrow context, either in and of itself or as a ready-for-adopton model? What is the potential impact University-wide?
- **Feasibility and need** – How feasible is it for the piloted work to scale organizational lines? Where is there a want/need for this work in other areas of the University?
- **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 are eligible to apply, individually or as groups, for funding. 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 Grants 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, use the online application on the HILT website. In addition to listing members of the project team and providing a short budget, you will upload a proposal (.pdf) – no more than one page – that answers the following prompts:

- **Describe the success of your piloted project**
- **Describe your vision for a scaled or extended version of the project**
- **Indicate the important requirements for success, what you believe to be critical for the project to scale (in terms of financial resources, expertise, political will, etc.)**

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 one-page limit to the elements identified above. We encourage you to hyperlink to additional information and to upload any additional materials you feel would help the review committees better understand your project and its potential for scalability.

**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 2018 to December 2019.

<table>
<thead>
<tr>
<th>Application timing</th>
<th>2018 Award Cycle</th>
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<tbody>
<tr>
<td>Application opens</td>
<td>February 21, 2018</td>
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<tr>
<td>Proposals due</td>
<td>March 21, 2018</td>
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<tr>
<td>Review period</td>
<td>March – June, 2018</td>
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<tr>
<td>Awards announced</td>
<td>June, 2018</td>
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<table>
<thead>
<tr>
<th>Funding life cycle</th>
<th>2018 Award Cycle</th>
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<tbody>
<tr>
<td>Award funds transferred</td>
<td>July/August, 2018 (occurs only after an introductory meeting with the HILT team)</td>
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<tr>
<td>Final deliverable deadline</td>
<td>December 31, 2019 (unused funds will be collected)</td>
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<tr>
<td>Annual</td>
<td>Networking reception for current and previous award recipients</td>
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**Questions?**

Email us at hilt_grants@harvard.edu.