Announcement
Request for Proposals 4 (RFP 4)

University of California Innovative Learning Technology Initiative (ILTI)
“Using Technology to Enhance UC Students’ Learning Experiences”

RFP 4 Application: August 10, 2015 – March 31, 2016

In this announcement, the Innovative Learning Technology Initiative (ILTI) invites UC ladder-rank faculty, lecturers with security of employment (LSOE) and lecturers with the potential for security of employment (LPSOE) to submit proposals as Principal Investigators (PIs) for fully online courses to be offered during the academic year across multiple campuses and without any additional fees to students. The ILTI RFP 4 describes the specific requirements for proposal funding and can be found at:

In 2014-15, UC’s ILTI received $10 million in State funds to increase access to high demand courses for UC matriculated undergraduates. A portion of these funds will be used to support the development and enhancement of fully online courses through this RFP 4. ILTI will employ sound pedagogical strategies and knowledge of how students learn to create UC-quality undergraduate online courses. For more information about ILTI, please visit the ILTI website at http://www.ucop.edu/innovative-learning-technology-initiative.

For ILTI to work well and be of maximum use to the UC system overall, cooperation and collaboration among campuses, departments, administrators, faculty, and staff are essential. For each funded course, ILTI requires a written agreement with the host campus that represents commitments by all involved parties (i.e., individual and team PIs, department chair, dean, executive vice chancellor/provost). The agreement specifies the number of times a course will be offered during the academic year, the number of consecutive years in which the course will be offered, and that UC students from campuses other than the host campus will be offered opportunities to enroll during the academic year without additional fees.

ILTI RFP 4

1. Funding Opportunities in RFP 4

Only proposals for fully online courses will be considered for funding.

Proposals will be accepted for requests to support: a) transforming a face-to-face course or a hybrid course to a fully online version; b) developing an entirely new fully online course; and/or c) revising an existing fully online course. Proposals selected for funding will address the specific needs and goals identified in the Proposal Evaluation Criteria section below, will be offered to UC students on multiple campuses and multiple times during the academic year for multiple years, and will not charge additional fees for UC students during the academic year.
A preliminary course roadmap and budget will be submitted with the initial proposal. Templates for the course proposal (narrative) and budget can be found on the ILTI website (http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html).

Funding amounts for the development of fully online courses will vary based on several factors, including whether the course is an entirely new development or the conversion of an existing face-to-face or hybrid course to a fully online course, the complexity of the content, and/or the amount of programming necessary to develop the course. ILTI awards have ranged from $6,500 (revision of an existing online course) to $137,000 (development of a new fully online course), with the average award amount of approximately $55K per course. For RFP 4, the maximum award is $110K for quarter courses and $117K for semester courses.

If a proposal is selected for funding, course roadmaps and budgets will be refined in consultation with PIs and campus administrators at the department, program, division, school, campus, and/or systemwide level.

Online courses funded by ILTI will be made available through the cross-campus enrollment website (http://crossenroll.universityofcalifornia.edu), without additional charges, to UC students from multiple campuses, multiple times during the academic year, for multiple years. The ILTI-Campus agreement stipulates the expected minimums. The host (originating) campus may choose to offer the course for more than the minimum number of academic year offerings. At the host campus’s discretion, the initial offering of ILTI-funded online courses may also be restricted to students at the host campus. Thereafter, the course should be available for cross-campus enrollment. Provided State funding continues, ILTI will fund incremental costs to host campuses for enrolling students from other campuses during the academic year until a sustainable, systemwide funding model is established.

During RFP 4, ILTI staff will be reaching out to campuses, departments and individual faculty where particular courses and/or a sequence of course are needed. If requested, ILTI staff will provide input and guidance during the proposal development process. In addition to the competitive course awards provided through RFP 4, a campus RFP may be issued during 2015-16. Contact the ILTI representative on your campus for more information on your campus RFP.

2. Applicant Eligibility

Proposals can be submitted by the following UC academic appointees as the Principal Investigator (PI): UC ladder-rank faculty members, LSOEs and LPSOE as the Principal Investigator and should include all collaborating Co-PIs. Unit 18 continuing lecturers are encouraged to submit proposals with appropriate UC academic appointees as the PI. PIs may submit as an individual or a team, a department chair, or a department’s undergraduate curriculum chair. Proposals representing collaboration among PIs and departments from different campuses and intended to serve students on all those campuses are strongly encouraged and will be given special consideration.

3. Important Dates and Deadlines

The timeline below shows the important dates for RFP 4. RFP 4 will utilize a rolling review format and offer four submission dates for review, with the last submission deadline on March 31, 2016.

Submission Window Opens: Monday, August 10, 2015, 12:00 noon, Pacific Time
Review Dates: Proposals will be reviewed bi-monthly, with the following targeted dates: September 30, 2015, November 30, 2015, January 31, 2016, and March 31, 2016.

Submission Window Closes: Thursday, March 31, 2016, 6:00 pm, Pacific Time.

Notification of Awards: 1-2 months after each review date.

For proposals submitted during RFP 4, course development could start as early as winter 2015 and online courses could be offered starting as early as spring 2016. Assuming continuation of State funding, future ILTI RFPs will be issued and proposals reviewed and funded in the fall of each academic year.

4. Proposal Evaluation Criteria

The criteria for evaluation of proposals for online courses were developed based on extensive input from UC students, faculty, and administrators. Funding of proposals will be prioritized based on the extent to which they meet or are likely to meet the following criteria:

A. Exemplify UC Quality: Online courses that provide rich online learning opportunities for students to engage fully with quality content, peers, instructors, and other knowledgeable educators. Online courses that employ sound pedagogy and utilize research and information on how students learn are essential.

B. Target High-Need Areas: Online courses that serve large numbers of UC undergraduates, that are lower or upper division general education courses, that are required for large majors or multiple majors, and/or that are gateways to a series of courses, especially courses where student need is great and course availability is impacted. Courses that are part of a sequence, e.g., Calculus 1, 2 and 3 or Microeconomics 101A, 101B and 101C, are of particular interest, as are courses that are required for a number of different majors, e.g., Calculus for STEM majors.

C. Generate System-wide Interest and Benefits: Evidence (such as letters of support from department chairs or undergraduate deans) that the course is of interest to at least two other campuses, in addition to the home campus, and is, or is likely to be, accepted on one or more campuses for GE, major, and/or gateway credit.

D. Involve Collaborations: Proposals that involve collaborations between two or more campus PIs and departments to develop and teach an online course.

E. Indicate PI and Department Support for ILTI Requirements: Signed statements from both the PI/s and department chair indicating their agreement to meet program requirements if the proposal is funded.

(See Appendices B and C, attached to this announcement, and on the ILTI website: http://www.ucop.edu/innovative-learning-technologyinitiative/proposals/index.html).

5. Campus Responsibilities

As described above, many elements must be in place for ILTI funding to meet both the Governor’s accountability requirements and the campuses’ needs. The required written agreements address how often and when online courses are offered, and opportunities for enrollment in online courses.
by UC undergraduates from campuses other than the host campus. The initial proposal need only include two signed letters, one from all named team members on the proposal and one from the department chair. The team members’ letter indicates agreement to develop and offer the course consistent with the proposal, to support arrangements necessary to ensure the course provides systemwide benefits, and to participate in ILTI evaluation and accountability processes. The department chair letter indicates support for the proposal as part of the department’s curriculum. If the proposed online course is part of an Interdepartmental or Interdisciplinary Program (IDP), the academic leader of that group can submit a letter of agreement in addition to (not in place of) the department chair.

After a proposal has been selected for an award, additional letters of agreement from the Dean of the unit, school, or division and the campus EVC/P are required indicating Dean and EVC/P support for the course development and cross-campus offerings.

6. Submission Process

The proposal in response to RFP 4 will be submitted through proposalCENTRAL, using the templates at proposalCENTRAL and following the guidance provided in Appendices A, B, C, D and E. The Appendices are attached to this announcement, and can be found on the ILTI website (http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html). proposalCENTRAL will guide the proposer through the various steps involved in submitting a proposal. To begin, a member of the team accesses the proposalCENTRAL site (http://proposalcentral.altum.com/), creates a user account, uses the filter list drop down menu to search for “University of California, Office of the President”, and follows the directions provided on the site.

7. Proposal Review Process

Proposals will be reviewed by a committee of UC students, faculty, administrators, and staff from campuses and the Office of the President. The committee will make recommendations to the ILTI Steering Committee (UC Provost and Academic Senate leaders) for awards.

8. For More Information

UC academic appointees interested in learning more about online course development, online teaching, or offering online courses across multiple campuses are encouraged to discuss their proposals with campus instructional designers (IDs), instructional technologists (ITs) or to contact ILTI@ucop.edu for more information. Additionally, resource materials are available on the ILTI website (http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html).

The RFP 4 and details about the application process can also be found on the ILTI website (http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html).

Questions about RFP 4 itself may be addressed to Ellen Osmundson (510-987-9274) or by e-mail at ILTI@ucop.edu.