ĀĪM | TEXAS A&M UNIVERSITY

Tier One Program (TOP)
Integration of Multidisciplinary Research and Creative Activities into the Learning Experience
2018-2019

Description of Program

In July 2011 President Loftin announced a reallocation of $6 million to improve undergraduate and graduate student learning and faculty engagement through high-impact educational practices and experiences under the umbrella of the Activity 2 program, now known as Tier One Program (TOP). During this year's award cycle, 3-4 proposals will be funded up to $100,000 per year for a maximum of three years.

Dates and Deadlines

March 28, 2018	*Deadline to submit complete proposals for review and approval by department heads and deans.* All proposed faculty contributing to any project must also upload a three-page CV, including a teaching philosophy statement, a research interests statement, academic appointment history, selected awards and recognitions, selected funded research, selected peer review articles, list of courses taught in the last two years and their corresponding overall student-teaching evaluations (average per course).*
April 04, 2018	*Deadline for department heads to communicate approval or non-approval of completed proposals via TOP portal.* All proposals must be reviewed by the heads of all involved departments before they can be approved or rejected by the participating college deans.
April 11, 2018	*Deadline for deans to communicate approval or rejection of proposals.* Approved proposals will be automatically sent to the Office of the Dean of Faculties for processing.

*Important: The procedures for college pre-approval and approval processes are determined by the deans and may be different in each college or school

Selection Committee

The Speaker of the Faculty Senate and the Dean of Faculties will serve as non-voting co-chairs for this committee. The evaluation committee is composed of 19 voting members appointed by the deans of the colleges, schools and libraries (11); the Faculty Senate (2); the Council of Principal Investigators (2); the vice president for student affairs (2) and the provost (2).

Award Process

1. The Dean of Faculties distributes the call for proposals. Deans are requested to communicate to their faculty the college or school the program and the opportunity for interdisciplinary cooperation.
2. The PIs submit a proposal with **all required documents** to the TOP portal for review and approval by department heads and deans.
3. Department heads and deans for all participating faculty must review and approve the proposal before it is forwarded to the selection committee.
4. The selection committee will evaluate, rank, and discuss which proposals to recommend for funding.

Essential Criteria

Any project funded **must**:

1. Engage no less than 100 undergraduate students, or 50 graduate students, per academic year.
2. Involve faculty from **at least two colleges, schools, or campuses** from Texas A&M University.
3. Must have an experiential component beyond the classroom setting.
4. Should qualify as a high-impact learning experience that integrates research/scholarship as its basis.
5. Define learning outcomes and describe methods to assess effectiveness.
6. Include a plan for sustainability beyond the funded period that is not predicated upon receiving future TOP grants.
7. Commit to both (1) submission of an annual report each year of the funding, and at least two presentations (posters or oral presentations) at the Transformational Teaching and Learning Conference corresponding to the first year – describing the project, and the last year of funding– summarizing the impact to date.

Format

Proposals must not exceed (5) pages in length using Calibri 12-point font with 1-inch margins. The cover sheet, abstract, reference page, review checklist and the CVs are not included in the five-page limit. All proposals must be include each of the seven (7) separate sections described below.
1. **Cover Sheet:** Complete cover sheet, **one per PI or co-PI**. http://dof.tamu.edu/top_cover_sheet
2. **Abstract:** A summary describing the project's objectives, proposed methodology and anticipated impact (all in layman's terms). The abstract should not exceed 250 words. List five key words associated with this proposal.
3. **Rationale and objectives:** Identify how the activity fills shortcomings or enhances the current educational experience of the students. In broad strokes, define the objectives and goals of the proposal and its anticipated impact.
4. **Description of activity:** Provide a narrative of the project (up to three (3) pages) including the following information.
   a. Who participates:
      i. Faculty and affiliation.
      ii. Degrees and courses affected.

iii. Anticipated number of students who will participate/benefit from the experience.
b. What is it? Explain the activity addressing the following elements:
   i. Experiential component:
      1. What will the faculty and students do to enhance the learning experience of the student?
      2. What is the value added above and beyond a traditional classroom experience?
      3. How will the task be accomplished and integrated into the curriculum?
   ii. Integration of active research and/or creative activity: what are the contributions of the experience to enhance the student's active understanding and participation in research and/or scholarly creativity?
   iii. Provide a <u>detailed assessment of the anticipated impact</u> of the program.
   iv. Length of the award:
      1. For how many years is financial support requested? (1-3 years)
      2. Defend or justify the length of the project.
c. Learning outcomes/objectives:
   i. Name and define.
   ii. Assessment of learning outcomes.

5. **Budget justification:** There are no *a priori* restrictions or limitations on the use of the moneys sought, but all proposed expenditures, including salaries, must be justified. If funds are used to buy or repair equipment or instrumentation, provide an explanation describing what unit(s) is (are) responsible for housing and maintaining the equipment during the duration of the award and thereafter. If departments/colleges provide matching funding, please describe.

6. **Sustainability plan:** The authors must delineate their plan to maintain the program beyond the life of the award.
a. List any congruence with strategic university and colleges missions and initiatives.
b. Plan for institutionalization of program.
References: You may add a reference page if necessary.

7. **Review checklist:** Given the popularity of the TOPS program we can only review those proposals that meet the minimum requirements for the award. Each proposal should include the *NEW* **Review Checklist** prepared by the PI as certification that all requirements are met prior to submission. Further, the Department Head and Dean should review this checklist and proposal and certify the minimum requirements are met.

Proposals must be submitted on-line at
https://dofportal.tamu.edu
by 12:00 p.m. on March 28, 2018.

Sandra Harnden
Office of the Dean of Faculties
(979) 845-4274
awardsprograms@tamu.edu