Innovation Fund Proposal Template

This proposal template has been created as a tool to help structure CBL, 4TU.CEE and BOOST! project proposals and provides criteria for the submission of proposals. It is not a mandatory requirement to complete this template.

As you work through the questions, only answer questions that are relevant to your project. If a question is not applicable, you do not need to provide a response and can simply skip it. The suggested word counts for each question are approximate; feel free to use more words if necessary.

Work through the questions with the support of your departmental teacher supporter. Other contacts for questions have been provided at the end of the template.

Please be aware that your proposal will be reviewed by persons that are most likely unfamiliar with your course(s). Make sure that all relevant information on your course(s) is incorporated to ensure a well-informed review of your proposal.

## General information

|  |  |
| --- | --- |
| Project title |   |
| Main applicant* Name
* Department or capacity group
 |   |
| Co-applicants* Name
* Department or capacity group
 |   |
| Summary of the proposed educational innovation (±100 words)* What is the current situation?
* What are the intended changes?
* What is the intended impact for education, students and/or teachers?
 |  |
| Course(s) to be innovatedName(s) of all teachers involved and course number(s) |   |

## Rationale for innovation

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| --- | --- |
| Reason(s) for innovation | [ ]  Challenges in teaching and learning (e.g., educational challenges, dealing with foreknowledge, quality enhancement, etc)[ ]  Challenges in assessment (e.g., formative, summative, authentic, etc)[ ]  Challenges relating to logistics and resources[ ]  Changes in course content (e.g., progressing scientific developments, new digital tools, etc.)[ ]  Changes in student population[ ]  Changes in industry or society[ ]  Other |
| Explanation of reason(s) for innovation(± 150 words). | TIP: Include at least the following information about to-be-innovated course(s): * Impression of course content
* Number of students
* Important characteristics or general setup of the current course(s)
* What will mainly be changed in the course(s) (e.g. learning objectives, activities, assessment, structure) and why that is important
 |
| [Alignment with TU/e Educational Vision 2030](https://www.tue.nl/en/our-university/about-the-university/tue-strategy-2030/?msclkid=f1e9c1c6a5fc11ecb55c50dcc18bbb4d)  |  |
| Depth of the innovation | [ ]  Radical innovation, i.e., fundamental re-design of course(s), for example transformation(s) in the aim, learning objectives, activities or other aspects of the course(s).[ ]  Incremental innovation, i.e., gradual change(s) within a course, while the underlying features of the whole course remain the same) |
| Elaborate on your answer(± 100 words) |   |
| Newness of the innovation | [ ]  Explorative innovation, i.e., developing something new[ ]  Exploitative innovation, i.e., implementing something already developed/in use by others[ ]  Unsure/to be decided |
| Elaborate on your answer(± 100 words) |   |

## Innovation in teaching and learning

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| Describe the intended educational innovation, including* What will be changed in the course(s)? (e.g., rationale, objectives, content, activities, materials & resources, grouping, learning environment, time, assessment)
* Are there any intended (changes in) learning outcomes for students (e.g., knowledge, technical skills, dispositions, metacognitive, social skills)?
* If yes, what are they?
* Why is the intended education innovation expected to have positive outcomes (e.g., use theoretical, empirical and/or experiential arguments)
* What is the intended or expected impact on teachers (if applicable)

(± 300 words) | TIP:* Explicate what is new/changed
* Explicate what students will learn and do in the course
* Explicate the benefits for students and/or teachers
 |
| Durability of the innovation* How will the innovation be maintained after the pilot?
* What is needed for sustainability of the innovation?
* How will the knowledge and experience gained through this educational innovation be retained and shared among teachers involved in the courses (e.g. in case new teachers get involved in the innovation)?
* (± 200 words)
 |   |

## ICT resources and support

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| --- | --- |
| Do you require LIS support? | [ ]  Yes[ ]  No[ ]  Unsure |
| If yes, what LIS support or expertise is required?(± 150 words) |  |
| Do you plan to conduct learning analytics in your innovation? | [ ]  Yes[ ]  No[ ]  UnsureIf ‘yes’ or ‘unsure’, please consult the “[How to get started with learning analytics at TU/e](https://tuenl-my.sharepoint.com/%3Ab%3A/g/personal/s_e_a_groothuijsen_tue_nl/EVn6ZQ3PBY1BsC4DxQg2DMMBHj18r16lAn8ZtdraVn5Uyg?e=poo3zH)” guide |

## Evaluation strategy

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| --- | --- |
| How will the educational innovation be evaluated? Consider both formative and summative evaluation, i.e. for immediate adaption or for adaption in next cycle of a courseInclude the following points:* Evaluation question: what do you want to evaluate?
* Data collection: what (type of) data (e.g. focus group discussions, student survey results, interviews)? When collected? How collected?
* Data analysis: how is data analysed?
* How will the results of the evaluation be used?

Answers can be as brief/elaborate as necessary  | TIP* Explicate how students’ voices will be included
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## Dissemination strategy

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| --- | --- |
| What aspects of the innovation are worthwhile to disseminate? For example: IT tools or other deliverables, teaching and learning strategy)(± 100 words) |   |
| Intended target group | [ ]  Within group[ ]  Within department[ ]  Within TU/e[ ]  Within [4TU](https://www.4tu.nl/cee/innovation/)[ ]  Within [EWUU alliance](https://ewuu.nl/nl/)[ ]  Within [EuroTeQ](https://euroteq.eurotech-universities.eu/)[ ]  Other |
| Elaborate on your answer(± 100 words) |   |
| Aim of dissemination | [ ]  To inform others[ ]  To provide understanding[ ]  To promote action[ ]  Other |
| How will the educational innovation be disseminated? Please specify for each intended target group(± 100 words) |  |

## Project management strategy

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| Project design and management * What activities will be undertaken, and in which order?
* What is the timeframe of the project?
* What are the risks for the project?
 | Please include a ‘timeframe overview’. An example has been provided, adapt to your convenience.

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Q1 – 24/25** | **Q2 – 24/25** | **Q3 – 24/25** | **…** | **Q4 – 25/26** |
| Activity 1 |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |
| … |  |  |  |  |  |
| Evaluation |  |  |  |  |  |
| Dissemination |  |  |  |  |  |

TIP* Explain activities
* Don’t exceed the ultimate deadline of December 2026 for BOOST!/CBL program proposals
* If you need more time, clarify who will finance the pilot beyond 2026
 |
| Project budget  | Please include an overview of the required budget, including an explanation of the costs. An example of a budget overview is provided below, adapt for your convenience.

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| --- | --- | --- | --- |
| Expenses | Hours/amount | Requested funding | In-kind/department contribution |
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| Total |  |  |

TIP* Explain expenses
* Only include costs for the educational innovation. Costs for maintenance and dissemination are not covered by the BOOST!/CBL program
* Do not include unspecified (‘unforeseen’) costs

For salary rates, please use the 2024 rates [here](https://tuenl-my.sharepoint.com/%3Ax%3A/g/personal/s_e_a_groothuijsen_tue_nl/EVvYq3_HhetGr3caBDGvao0BJTORhdnw2s61ahdmCxBnMg?e=sE2WRH). Contact your departments’ financial controller if you require support. |
| SigningThe proposal has to be signed by the main applicant and the departmental director (managing director), in addition to the teacher(s) of the course(s) involved. |   |
| Submitting | When your proposal is complete, including all required signatures, please submit it via calls.educationinnovation@tue.nl.  |

## For further information and support

|  |  |
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| LIS Innovation Desk | LIS Innovation Deskit.innovation@tue.nl |
| General BOOST! | Suzanne Groothuijsens.e.a.groothuijsen@tue.nl |
| General CBL | Michael Botsm.j.bots@tue.nlAs of 1 June 2024Sonia Gomez Puentes.m.gomez.puente@tue.nl  |
| General 4TU.CEE | Caroline Vonkc.a.vonk@tue.nl |
| Educational objectives and project design | Departmental teacher supporter |
| Innovation evaluation strategy and data collection | Departmental quality assurance officer |

## References

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| If applicable, include here full references to resources referred to in the text above. |