

Cougar Initiative to Engage (CITE) Proposal Application

The goals of the Cougar Initiative to Engage are

1. To improve the skills of University of Houston students in competencies essential to success in their lives and careers.
2. To increase the number of high-impact co-curricular activities at UH that prepare students for success in their lives and careers upon graduation.
3. To increase the number of UH students participating in co-curricular activity as part of their undergraduate education.
4. To ensure that students are well prepared for their lives and careers after graduation.
5. To ensure that UH graduates are well equipped to meet the needs of the workforce and to engage in the world as responsible citizens.

In addition to the CITE goals, final proposals are evaluated using the following rubric:

Proposal Section	Rating
Novelty: Co-Curricular Learning Experience (CLE) is either new or not otherwise provided within the university, college, department, or program. Or CLE is a significant expansion of an existing co-curricular program.	1. Not Satisfactory 2. Needs Improvement 3. Satisfactory 4. Good 5. Excellent
Student Learning Outcomes (SLOs): CLE adequately and appropriately incorporates at least two of the SLO for CITE.	
Relationship to the Curriculum: CLE is connected to the SLOs, curriculum, or mission of a department, college, degree program, or certificate.	
Budget: Requested funding is appropriate for proposed activity and level of funding available.	
Sustainability: There is a viable strategy to continue the CLE beyond the CITE funding period.	
Community Partners: Appropriate community partners have been identified. Community partners will be incorporated in the development and evaluation of the project.	
Scaffolding: The proposed CLE would be connected to other programs at different instructional levels.	
Institutional Support: Relevant leaders (director, chair, dean, etc.) have indicated support.	

To aid the Advisory Board in reviewing your submission, please make sure that you explicitly address the appropriate CITE goals and all eight evaluation components.

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Cover Letter

To assist the Advisory Board in reviewing your proposal, use the space below to outline any updates from your preproposal and/or changes that you have made in response to feedback and requests for information. In your narrative, include

- a brief summary of the change or update,
- the location of each change/update (page, question, and paragraph number), and
- the question or concern that you are addressing if the change/update is a response to a specific request from the CITE Advisory Board.

1. UH Team Members Proposing the Project

Provide the names, departments, titles, and contact information of all UH project team members and explain their roles within the project. One member of the team should be identified as the primary contact for the CITE Office. If desired, a team member can be identified as the secondary contact.

2. Program Description and Rationale

The overview should include a succinct description of the background, purpose, and central objective of the program or project and should address the questions below:

- What opportunities for student learning, discovery, and engagement will this experience provide students?
- How will it accomplish one of more of the goals of CITE?

3. Co-Curricular and Experiential Learning

- What will the students be doing during the activity?
- Is this an outside of the classroom experience? How?
- How is the project experiential for students?

4. Learning Outcomes

- What CITE student learning outcomes are associated with this endeavor?

If relevant, please include any studies from the literature to support or provide a framework for your proposal.

5. Students

- When in their academic career will students take advantage of this experience – as freshmen, sophomores, juniors, and/or seniors?
- Where in your program(s) does this activity occur for students (entry level, bridge, capstone, etc.)?
- Provide an estimate of how many students this experience will impact.
- What skillset or knowledge base (if any) do students need to have to participate in this experience?

6. Relationship to the Academic Curriculum

- Is this experience tied to a course or a degree program?
- How does this experience support student learning outcomes in a course, department, or program? Please specify which outcome(s).
- How will this activity impact current courses or co-curricular programs?
- How will this experience provide students with opportunities that are not currently offered by your department, program, or college?
- What further experiences (if any) will the students have after their CITE experience that may deepen their learning from this experience?

7. Resources and Budget

Proposals that include faculty, staff or administrative stipends must show how the faculty or staff members' time commitments are above and beyond ordinary responsibilities. Please note that CITE funds cannot be used for travel to conferences or for open access publication fees. Funding from CITE is available for a maximum of two years. Funding for a second year is not guaranteed.

- What resources and support do you currently have to implement this experience?
- What resources and support do you require?
- How will your project be able to continue beyond the CITE funding period?

In addition to a written narrative, please include an itemized budget for the proposed activity (see page 10). You may use [this example](#) as a guide for your budget.

CITE Proposal: Budget Template

Program Name:

	Project Budget
Direct Personnel Expenses	
<i>Sub-Total Personnel</i>	
Other Direct Expenses	
TOTAL DIRECT EXPENSES (Personnel + Other Direct Expenses)	
OTHER FUNDING SOURCES	
Total Other Revenue Sources	
TOTAL CITE FUNDS REQUESTED	

8. Performance Assessment for Learning Outcomes

Please complete the CITE Student Assessment form for the two CITE student learning outcomes that you selected for your project.

Using the provided template provide a brief description of the assignment that will be used to evaluate student performance on each learning outcome. Include a description of expectations for each of the five performance levels listed in the template. This scale will be used when rating and reporting individual student performance on the outcome.

One template should be completed for each learning outcome. Two learning outcomes must be selected from among the following: *problem-solving, effective communication, teamwork, cultural competency, social responsibility, or ethical decision-making*. Note that developmental level refers to the educational goal of the assignment/activity. For example, students in upper-level courses might be expected to achieve mastery of a concept or skill whereas first-year students are becoming familiar with new ideas.

Please contact the CITE Office (coogsengage@uh.edu) if you need assistance developing rubrics for your program.

The American Association of Colleges & Universities VALUE Rubrics are a resource that can help with the development of assessment rubrics. For more information, visit the [AAC&U website](#). UH is an AAC&U member institution, but you will still need to create an account to download the VALUE Rubric documents.

Learning Outcome 1:	
Assignment:	
Developmental Level: [] Introduction [] Reinforcement [] Mastery	
Performance Level	Description
Exemplary	
Proficient	
Competent	
Needs Improvement	
Inadequate	

Learning Outcome 2:

Assignment:

Developmental Level: [] Introduction [] Reinforcement [] Mastery

Performance Level	Description
Exemplary	
Proficient	
Competent	
Needs Improvement	
Inadequate	

9. Campus and Community Partners

- Have you secured campus and community partners to implement this project? Please describe any agreements (formal or informal, MOUs, etc.) that may have been made with community partners. Include any relevant written agreements, including emails.
- Are any additional campus and community partners needed? If so, how will you secure any additional required partnerships? If assistance is needed from the CITE Office, please clearly indicate your needs.

10. Statement of Support

Please attach, as a PDF, an email or emails from your director, chair, dean or other relevant supervisor that demonstrates her/his/their support of your proposal.

11. Supplemental Materials

You may attach supplemental materials that will assist the CITE Advisory Committee in assessing your application to this proposal. Please summarize any supplemental material in your answers to the questions above.

12. Project Delivery

- Will your program be delivered online, in person, or through HyFlex? If it is in person or HyFlex, how will you conduct it with regard for the socially distanced environment? How can it be transitioned online if conditions require it?
- Does your program require travel? If so, how will you conduct it with regard for the travel restricted environment?

Submitting Your Proposal

1. Save your proposal and all supporting materials as one document with the following naming convention:
 - Projected start for project: year, semester (fall-FA, spring-SP, summer-SU)
 - pro (for proposal)
 - Last name and first initial of *primary* contact, i.e. contact who will be actively engaged in meetings and conversations to revise your submission. You may list up to two names.
 - Short, descriptive title of proposal of no more than 45 characters
 - Original (for the version)
 - Do not include any spaces except where noted in the example

Example: 2020FA_pro_Smith, A_(Marketing_Study_Abroad)_Original

2020SU_pro_Smith, A & Johnson,
P_(Marketing_Study_Abroad)_Original

2. Attach your preproposal to an email to coogsengage@uh.edu. Please include your name, title, and contact information in the body of your message as well as the name(s) and title(s) of any other team members. Once we receive your submission, the CITE Office will contact you to arrange a meeting with the Director regarding next steps in the proposal development process.

If you need to add additional documents to your proposal after you have submitted it, please save the additions and your original proposal as one document. Email the document to coogsengage@uh.edu using the naming convention outlined above, but include the version number instead of “Original” (e.g. _v2, _v3, etc.).