Appendix to QEP Grant Guidelines
Requirements for QEP-Funded Curriculum Development Projects
FY 2013 QEP Curriculum Development Grant Program
Updated July 2013

Principal Investigators (PIs) and Co-PIs are responsible for following these guidelines for their QEP-Funded Curriculum Development Projects. All questions, assessment data, and course materials should be submitted to Dr. Veronique Tran, Director, UH Learning through Discovery, via email at discovery@uh.edu or (713) 743-5099 or Mail Code 2040.

QEP Funds Transfer and Project Period
The PI is responsible for confirming that their Department Business Administrator (DBA) has initiated the funds transfer process per instructions provided via separate budget email sent by Dr. Veronique Tran. If a departmental cost center does not already exist, the DBA must create a receiving QEP Cost Center for the department (for example, "QEP Dept. English"). Chart Fields should be used to track specific PI/project expenditures within the department. Once the departmental QEP cost center(s) has been created, the DBA should email the departmental cost center information to Vanessa Torres at vtorres2@uh.edu, the Business Administrator in the Provost's Office. The DBA will receive a confirmation notice once funds have been transferred to the local cost center.

The project period is July 1, 2013 through August 31, 2014. Any remaining funds that are not spent by August 31, 2014 must be returned to the Academic Affairs cost center from which it was received. Special circumstances for extension of the project beyond the project end date must be requested via email to Dr. Tran at discovery@uh.edu.

Changes in Project Scope, Timeline, or Budget
Should additional expenses arise that were not budgeted in the original proposal, PIs are responsible for finding other sources of funding or reallocating dollars from awarded QEP funds to cover those additional expenses. Requests for supplemental funding will not be accepted. If there are any changes in the project scope, timeline, or budget allocation, you must submit an email request to Dr. Tran at discovery@uh.edu with a description of the proposed change. Requests will be reviewed to determine whether the proposed change(s) still meet the intent of the QEP Curriculum Grant Program.

Resource Collaborators
The QEP Resource Collaborators are available to assist you during the planning and implementation phases of your project. Please consult the Curriculum Toolbox in the faculty gateway of the Discovery website (www.uh.edu/discovery) for a full menu or services and contact information for each Resource Collaborator including the UH Libraries, UH Writing Center, and Educational Technology.

Promotion & Dissemination
There may be occasions when PIs and Co-PIs will be interviewed or asked to provide materials for news stories and/or Learning through Discovery marketing materials or website. In addition, PIs and Co-PIs whose pilot projects prove to be successful will be expected to participate in the UH Effective Teaching Practices Showcase in Spring 2014 to share their models with fellow colleagues. PIs and Co-PIs are also encouraged to share useful resources and models via the Discovery website.

Assessment Requirements

As mentioned in the FY 2013 QEP Curriculum Development Grant Program Guidelines, all funded PIs or designated Co-PI(s) will be required to collaborate with assessment specialists regarding assessment of QEP Student Learning Outcomes in QEP-funded courses. Participation in assessment-related activities is required and will facilitate compliance with SACS standards for assessment of the university's QEP.

Prior to the start of your first implementation semester, you will be contacted by your designated assessment specialist to arrange a meeting to discuss completion of the QEP Course Evidence Inventory. You will review the specific research-related activities and assignments for your course(s) and determine whether they will provide evidence of attainment of the QEP Student Learning Outcomes. At the end of each implementation semester, using the assignments identified in the inventory, you must score student work against a disciplinary QEP rubric. The rubric scoring may be distinct from the basis on which you assign grades in the courses. We require scores representing the dimensions on the rubrics as a way to assess student attainment of the QEP student learning outcomes across all funded courses. Please be assured this is in no way an evaluation of you or your teaching. Rather, this is a simple tool for assessing student learning outcomes specific to the Learning through Discovery Initiative – the UH QEP. PIs may choose the disciplinary rubric that is most appropriate, and scores must be submitted at the end of the semester for each student on the class roster (a scoring template will be provided). The Evidence Inventory Form, QEP Rubrics, and guidelines for their use can be found at the Curriculum Toolbox in the faculty gateway of the Discovery website: http://www.uh.edu/discovery. If possible, 1-2 examples of scored student work at each level should be retained for submission: developing, competent, and exemplary. Electronic copies, if available, should be sent to discovery@uh.edu. Alternatively, hardcopies can be sent via campus mail to Dr. Veronique Tran, Mail Code 2040.

Course instructors for QEP-enhanced courses will assist with encouraging student participation in a common Student Survey for Research-Enhanced Courses. In addition, during the project period, you may be asked to contribute to the development of an instrument for a pre- and post-course assessment of the QEP Student Learning Outcomes. You will assist with the pilot testing of the pre-/post-course instrument in your QEP courses. These assessment activities are in addition to any course-specific customized assessment activities that you may have planned.

Reporting Requirements

The reporting requirements for your QEP Project are outlined below. All submission should be via email to discovery@uh.edu.
1) Submit a Project Summary (less than 250 words) that is adapted for student and lay audiences; this summary will be posted on the Discovery website (by August 15, 2013).
2) Submit a list of course and section numbers for classes that will be enhanced or developed (by August 15, 2013 for Fall '13 courses and by December 1, 2013 for Spring '14 courses).
3) Submit a completed Course Evidence Inventory Form for each course to be implemented (by the first class day of each semester).
4) Submit QEP Student Learning Outcome Rubric Scores for each student in funded courses and representative student work samples (within 30 days of end of semester but no later than September 1, 2014).
5) Submit a detailed QEP Project Report of your project and results (within 30 days of the end of semester but no later than September 1, 2014).
6) Submit a detailed budget summary from your Department or College Business Administrator that describes how the funds from your grant were spent (within 30 days of the end of semester but no later than September 1, 2014).