



4-VA Course Redesign and Experiential Learning

Request for Proposals

[4-VA](#) is a partnership between ten Virginia institutions (UVA, VT, JMU, ODU, VCU, GMU, W&M, CNU, Radford, and VMI) with a mission to promote inter-university collaborations that leverage the strengths of each partner university to accomplish much more than any individual university could achieve alone. In recognition of the rapidly evolving nature of higher education, student preferences, and workforce needs, 4-VA member institutions collaborate on efforts and investments that facilitate accessible, flexible, and specialized courses and programs. These efforts rely on research-based best practices and aim to support faculty through collaborative networks and professional development. To address increased interest in various forms of experiential learning, particularly as this learning supports workforce needs, the 4-VA collaborative is issuing an inter-institutional call for proposals to support efforts that bring together course redesign and experiential learning.

Project Scope

4-VA is now accepting proposals for an inter-institutional collaborative effort that addresses course redesign and embedded experiential learning. Funding is broadly available for projects that include, but are not limited to, facilitating a collaborative course redesign (including specific course elements and sequence of courses), supporting faculty-led research that could ultimately inform a future course or program redesign effort, or supporting the convening of stakeholders from around Virginia on the topic of course redesign and embedded experiential learning. Successful submissions will propose projects that impact more than one institution and are not duplicative of existing statewide efforts.

Eligibility

Faculty and staff from 4-VA's member institutions (UVA, VT, JMU, ODU, VCU, GMU, W&M, CNU, Radford, and VMI) are eligible to apply. Proposals must be collaborative across *at least* three 4-VA institutions, with one institution designated as the Project Lead and the others as Co-Leads. Project Leads and Co-Leads can be either individual or institutional teams with an institutional point-person designated. Proposed projects must be available/share among all 4-VA member institutions (e.g., an in-person convening to discuss course redesign and embedded experiential learning must be open to any 4-VA institution participant to attend; research outcomes should be shared with all 4-VA institutions and with the 4VA Working Group); projects that are accessible to a broader set of stakeholders will be prioritized.

Funding

The 4-VA collaborative will award one proposal with up to \$40,000 in 4-VA project funding. Funding will be available in early January 2025 and the project must be substantially completed by June 30, 2026. 4-VA project funds are state funds and state expense rules apply. Personnel costs for the Project Lead and Co-Leads are not allowable without sufficient justification. Capital equipment costs are not an allowable expense.

The Project Lead's institution will be designated as the administrative home for the project; the administrative home will be responsible for all administrative and financial management aspects of the project, including any carryover of funds into a new fiscal year. Letter of support (see below) must acknowledge the institution's acceptance of these responsibilities.

Proposal Submission Instructions

The proposal deadline is November 1, 2024. All proposals will be submitted via a JMU Qualtrics form, available [here](#) and at the link below.

All proposals must include the following:

- A proposal summary that includes the project title, a list of project team members and their responsibilities, and project goals. Proposals should provide an overview of how the project ties into the scope described in this RFP and how the project will benefit from the involvement of multiple institutions. Proposal summaries should also include a project management plan and timeline, a discussion of how the team will work together to meet the project goals, a plan for engaging other 4-VA institutions, and the intended deliverables. 5-page max
- A budget with justification that outlines major expenditures. Indirect costs cannot be included. Budgets should indicate whether the Project Lead's and Co-Leads' institutions will contribute any funding towards the project. 1-page max
- Abbreviated CV (2 pages max) or Biosketch for the Project Lead and Co-Leads.
- Letter of support from Project Lead's department chair or equivalent. Letters must address the department's or unit's capacity to manage the administrative and financial responsibilities associated with the award.

Reporting Requirements

One goal of the 4-VA program is to demonstrate how funding allows the collective to accomplish much more than any individual institution could achieve alone. As a result, all grantees who are awarded funding are required to comply with 4-VA assessment, reporting, and accountability requests. These requests may include:

- Initial kick-off and final debrief meetings with the 4-VA Working Group.
- An interim report submitted halfway through the project that articulates progress toward the goals, setbacks encountered and how they were addressed, and any amendments to the project's timeline and spending targets.
- A final report submitted by grant recipients at the conclusion of the project.
- Continued requests for data for up to five (5) years after funding to see if the award lead to other outcomes (e.g., future course or program redesigns; scholarly publications; conference presentations).
- Other requests for project information and pictures for use in 4-VA annual reports and marketing.

Specific requests for reporting will be provided to all grantees.

Timeline

- Monday, August 26: RFP distributed
- November 1, 2024: Proposal submission deadline
- Mid-December: Award decision announced
- January 2025: Funds available and kick-off meeting with the 4-VA Working Group
- June 30, 2025: Initial progress report due
- December 1, 2025: Second progress report due
- June 30, 2026: Project completion, return of unused funds, and debrief meeting with the 4-VA Working Group.

Proposal Review

Eligible proposals will be evaluated on three broad criteria: potential impact, organization of the proposed activity, and alignment with project scope.

- What is the potential impact of the proposed activity?
- How well conceived and organized is the proposed activity?
 - Is the proposal grounded in the relevant literature?
 - Does the project design and timeline seem reasonable for meeting project goals?
 - Is the budget request appropriate for the scale of work required?
 - Is the team qualified to conduct the proposed activity?
- How closely does the project align with the scope outlined in this RFP?

Questions about this RFP? Please contact your institution's 4-VA Campus Coordinator:

- CNU: Lynn Lambert, Associate Provost for Research, llambert@cnu.edu
- GMU: Elizabeth Gillooly, 4-VA@Mason Faculty and Community Outreach Coordinator, egillool@gmu.edu
- JMU: Patrice Ludwig, Interim Assistant Vice President Research, Economic Development & Innovation, ludwigpm@Jmu.edu
- ODU: Bryan Porer, Associate Dean, The Graduate School, bporter@odu.edu
- Radford: Jeanne Mekolichick, Associate Provost for Research, Faculty Success and Strategic Initiatives, jmekolic@radford.edu
- UVA: Matt Banfield, Associate Vice Provost for Academic Affairs, mb3qb@virginia.edu
- VMI: Marthe Honts, Sponsored Programs Administrator, hontsmh@vmi.edu
- VT: Catherine Amelink, Associate Vice Provost, Director, Center for Excellence in Teaching and Learning, amelink@vt.edu
- W&M: Margaret Saha, Chancellor Professor of Biology, mssaha@wm.edu

SUBMIT PROPOSALS HERE

https://jmu.co1.qualtrics.com/jfe/form/SV_5Bj5aOtwyGncNM

FOR MORE INFORMATION ABOUT 4-VA

<https://4-va.org/>