

Call for Projects for Innovation in Teaching

April 17, 2023, v. 3.0

1. Foreword

This Call for projects about innovation in teaching is published with reference to the Regulation of the Fund dedicated to Innovation and Digitisation.

2. Extracts from the Regulation of the Innovation and Digitisation Fund

2.1. Aim

The fund's purpose is to support USI's strategic projects, particularly the Education and Research missions. The fund supports one-off projects, which must then – if appropriate – find their sustainability within USI's ordinary budget. It is, therefore, necessary that the projects do not generate recurring costs that the ordinary budget cannot support.
(...)

2.2. Approval and Utilisation Procedure

- a. The Rectorate approves projects after consulting the Steering Committee
 - b. Projects are proposed (by periodic invitation of the Rectorate):
 - (...)
 - By the Pro-Rector for Education and Students' Experience, for the area of Innovation in teaching
 - (...)
 - c. In selecting projects, the Rectorate shall take into account the following criteria: the impact on the university's level of competitiveness, the innovative nature of the project (the digitalisation dimension, which transversally concerns all USI's activities, is considered of particular importance), the medium- and long-term impact, the project's adherence to USI strategy and four-year planning, the impossibility of financing the project through the ordinary budget or alternative sources.
 - d. Each project is implemented in phases, which detail the operational modalities, the necessary resources and the indicators for evaluation. Financial resources are released only upon approval of each phase, and under the condition that the previous phases have been completed and evaluated positively.
 - e. Given the strategic nature of the projects, they must promote the maximum involvement of the stakeholders.
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- f. Proposals must indicate the USI services/offices that will be involved in their technical/operational management.

2.3. Evaluation procedure

- a. The Rectorate evaluates projects both in progress and on completion
- Project proposers, as indicated in the previous paragraph, report to the Rectorate twice a year or more frequently if requested
 - The evaluation is carried out based on a written report, including financial data, available to the Finance Committee and the University Council (UC)
- b. The Rector shall inform the Finance Committee of the UC of the status of projects twice a year or more frequently if requested.

3. To whom the call is addressed

The call is addressed to all lecturers, Bachelor and Master programs and Faculties at USI, and in general to all those involved in education at USI.

Project proposals may be submitted by:

- USI lecturers
- Groups of lecturers (e.g. lecturers belonging to the same subject area)
- Managers of Bachelor and Master programs
- Faculties
- ...

4. Types of projects

Projects of any kind that aim to promote innovation and the quality of education at USI may be proposed.

Some types of eligible projects are listed below as an example:

- Re-design or renewal of a Bachelor or Master program.
- Development of new courses or Bachelor or Master programs, possibly also in online or blended mode.
- Purchase of new tools (SW, HW) or resources to be introduced in a course or program.
- Production of new teaching materials for a course or program.
- Re-design of the evaluation methods for a course or program.
- ...

5. Use of funds

The requested funds can be used to pay (part of) the salary of scientific collaborators involved in the project, for collaborations with services and/or offices of USI or external partners, for the purchase of licenses, software, hardware, online services, etc.

6. Size and duration of projects

Projects of various sizes, between CHF 3'000.- and CHF 25'000.-, can be proposed. Projects will last between 3 and 18 months.

7. Project submission

There are still two deadlines in the call for projects. Interested parties may submit project proposals by:

- 3 June 2023 (1st deadline, with response by 10 July 2023); or
- 7 December 2023 (2nd deadline, with response by 22 January 2024).

No further calls are planned after the deadline of December 2023.

Project proposals should be sent by e-mail to Stefano Tardini (stefano.tardini@usi.ch) and in cc to the Dean of your Faculty, using the template provided.

Project proposals may be written in Italian or English and must contain the following information:

- Applicant(s) (name, surname, affiliation)
- Project description (1-page max)
 - The description should highlight, among other things, the innovative aspects of the project compared to the status quo of the course or program, the expected medium- and long-term impact, the need for extraordinary funding.
- Timing and phases of the project, with corresponding indicators, where foreseen.
- Funding Requested.
 - The funding must be divided into the main items of costs (e.g.: personnel, purchase of materials/licenses, collaborations with USI services or offices, collaborations with external partners, etc.), including those for the services and/or offices that will be involved in the implementation of the project.
 - It must be explained how the project will be financially sustainable once the special funding is over.

8. Approval procedure

See paragraph 2.2.

9. Evaluation procedure

See paragraph 2.3.

10. Contacts for further information

If you need any further information, please contact eLab (stefano.tardini@usi.ch), which will offer technical support for the procedure.