Before you start, read the [grant details](https://cte.virginia.edu/programs/thrive-grants/special-call-thrive-genai-course-development-grants) carefully. Then, complete each of the following sections as appropriate for full consideration.

* [**Applicant Details**](#Applicant)
* [**Course Details**](#Course)
* [**Compensation**](#Compensation)
* [**Project Description**](#Project)
* [**Assessment Plan**](#Assessment)

Once you’ve completed your proposal, please save it as a PDF using the following naming convention: yyyy\_mm-lastname\_of\_project\_PI-genAI\_proposal (e.g., 2025\_03-jones-genAI\_proposal). Email completed applications to thrive@virginia.edu.

**APPLICANT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **First and Last Name** | **Title** | **Home Department** | **UVA Email Address** (e.g., abc3de@virginia.edu) | **Past Thrive grant recipient?** (list all semesters/years) |
| Project PI\* |  |  |  |  |  |
| Departmental Financial Administrator |  |  |  |  |  |

\* The PI (Principal Investigator) must be a salaried faculty member. The PI is the primary contact and is ultimately responsible for all aspects of funded projects, including fiduciary obligations and required assessment and reporting.

**COURSE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Mnemonic and Number (e.g., INST 3150)** | **Course Name** | **Semester When Course Will Be Taught\*** | **Number of Support Personnel (e.g., TAs, Learning Assistants, graders)**  | **Have you previously taught this course before? (yes or no; if *yes*, indicate to what degree the course included a focus on GenAI)** |
|  |  |  |  |  |

\* The course must be taught Fall 2025 or Spring 2026.

**COMPENSATION**

*Please indicate how you would like to receive the course development funds.* (select one)

[ ] one-time, taxable bonus

[ ] research funds

**PROJECT DESCRIPTION**

*In 500 words or less, describe how you intend to incorporate generative AI into your course and how it may support or advance your course’s learning objectives. Because these grants are intended to allow time to develop a detailed plan for incorporating AI, your description can remain at a high level.*

**ASSESSMENT PLAN**

*Briefly outline how you will gather data on the student experience and assess the incorporation of AI as required for project reflection document. The final 2-3—page reflection, due within 3 weeks of the end of the semester you teach the course, should…*

* *describe in detail how AI was incorporated into the course;*
* *include data about the student experience, preferably through a student survey;*
* *include an assessment of what worked well, what could be improved, and how well the incorporation of AI contributed to meeting the course’s learning objectives; and*
* *explain how your own experience in the course will shape your decisions about whether and how to incorporate AI into future courses.*

***IMPORTANT:*** *If your assessment plan includes collecting human subject data and you anticipate sharing any results beyond the final reflection, you should consult with UVA's* [*Institutional Review Board*](https://sites.research.virginia.edu/irb-sbs) *(IRB). If required, you must have IRB approval before any data collection begins.*