CLAS Instructional Technology (IT) Mini-Grants
Call for Proposals

To encourage and support faculty efforts to enhance teaching and enrich the student learning experience, the College of Liberal Arts and Sciences is instituting a new Mini-Grant program. Mini-Grants, funded by the Omnibus fee, will provide CLAS faculty an incentive to explore ways to meaningfully integrate technology in instruction. We hope that awarding these grants will help increase the number of instructional technology initiatives across CLAS.

CLAS IT Mini-Grants will be awarded to initiatives that use instructional technology in innovative ways to impact student learning. Projects should incorporate the latest technologies into existing CLAS courses to achieve specific learning objectives. Recipients of the awards are expected to begin and complete working on their projects during Spring/Summer 2008 and implement them in the 2008-09 academic year. Mini-Grants up to a maximum of $5000 may be used to hire student or technical help or to purchase necessary supplies, software or equipment. Sangeetha Gopalakrishnan, Director of the Foreign Language Technology Center, will oversee the CLAS IT Mini-Grant program. Applicants are encouraged to consult with her prior to submitting a proposal. She will help you define instructional need(s), identify project goals, define project scope, talk about instructional design aspects, discuss potential project phases, develop a timeline for development and identify types of assistance you will need to work on your project (e.g. technical student assistant, content research assistant).

Grant applicants may propose the use of technology to enhance one aspect of their course such as content material, practice material or learning assessment. Examples of projects include the development of audio/video Podcasts, online content modules, creation of digital content such as video vignettes or audio recordings for instruction, or online testing components. Successful applicants will be expected to share their outcomes and experiences with other faculty at Brown-Bag presentations and events.

Eligibility:

All full-time and part-time faculty scheduled to teach in the Fall 2008 or Winter 2009 semesters are eligible to submit a proposal. Each applicant may submit only one proposal.

Scope of Projects Supported:

- Proposals should be for new projects and not for continuation of work on already funded projects.
- Funds may be used to hire student workers and technical help and to purchase necessary software, supplies and equipment.
- Equipment, software and supplies must be essential to completion of the project and must not be otherwise available. Requests for laptops, digital cameras, etc. are
discouraged as these should be funded from other sources. Some equipment, (scanners, ipods) may be available on loan for the duration of the project.
- Projects may be pilot projects or may develop new curricula or course materials. Large scale implementation of science or computer laboratory exercises should be included in departmental requests for Omnibus fund support for equipment and should not be submitted by individual faculty.
- CLAS IT Mini-Grant Award monies should not be used to provide summer salary or course release for faculty. Departments may, if they wish, provide summer salary from non-general fund sources for faculty engaged in these projects.

Application Process:

Applications must be submitted to the CLAS Deans Office by 5 pm on Monday, March 3, 2008. Applications should include the CLAS-IT Mini-Grant Cover sheet (see page 6) with all the necessary signatures. The cover page should be followed by a narrative of no more than 2 pages that contains the following:

1. **Executive Summary:**
   a. 1 or 2 paragraph summary of the Proposal

2. **Project Description and Rationale:**
   a. What instructional needs does your project address? What educational goals does your project serve?
   b. How does the use of technology accomplish those goals?
   c. How does the use of technology enable you to do something that was not possible without the use of technology?

3. **Project Design and Development:**
   a. Describe the project design (describe project components, modules or aspects)
   b. Provide a realistic timeline for project development.

4. **Impact:**
   a. In which course will you implement this project?
   b. Which courses are directly impacted by project?
   c. When will you be teaching this course?
   d. How many students are typically enrolled in the course(s)?

5. **Budget:**
   a. Provide details of how you propose to utilize the funds. Identify any matching funds or in-kind goods/services that will be provided

6. **Plan of Evaluation:**
   a. Describe how project outcomes will be evaluated.

7. **Future Plans:**
a. Describe your expectations for sustaining the project beyond the current funding. (Will you reuse it? How? Will you build onto it? How?)

Applications will be evaluated by members of the CLAS Technology Committee using several criteria including instructional goals, the scope of the project and its feasibility, the number of courses and number of students impacted by the initiative, the scalability and reusability of the project and its innovativeness.

If an application is selected for a Mini-Grant, funds may be transferred to the department for disbursement. The department will disburse money to student assistants and technical help hired by the grant recipient to work on the project.

**Requirements**

Grant recipients are expected to fulfill the following obligations:

1. Sign an agreement (see p. 4) when accepting the grant
2. Participate in an initial planning meeting with Sangeetha Gopalakrishnan
3. Start and complete work on their project during the Spring/Summer semesters of 2008. Award monies must be spent by September 1, 2008.
4. Implement their project in the Fall or Winter semester of the 2008-09 academic year
5. Assess the effectiveness and impact of their project and share information about their project through a Brown Bag presentation and/or at other forums in the Fall or Winter semester of the 2008-09 academic year
6. Provide an expense report on the use of funds by October 1, 2008
7. Submit a **final report** on the project and the use of funds by the end of the Fall 2008 semester or Winter 2009 semester. This report should contain an executive summary and a narrative of about 2 pages.
By accepting this award I am agreeing to:

1. participate in an initial planning meeting with Sangeetha Gopalakrishnan, Director, FLTC. This meeting is intended to establish a clear understanding of your instructional need(s); project goals, scope and timeline; and instructional design; to identify types of assistance you will need to complete your project (e.g. technical student assistant, content research assistant); and to address any recommendations made by the CLAS Technology Committee that evaluates the application.

2. start and complete work on my project during the Spring/Summer 2008 semesters

3. implement my project in the Fall or Winter semester of the 2008-2009 academic year

4. make arrangements to get the necessary permissions for any copyrighted material that I may be using in my project.

5. share information about my project at a CLAS Brown Bag event

6. make arrangements with appropriate administrative personnel to process paperwork related to hiring student assistants or technical help

7. provide an expense report on the use of funds by October 1, 2008.

8. provide a final report on the implementation of the project by December 1, 2008, or May 1, 2009 if you are implementing in the Winter 2009 semester. This report should contain information about how your project was implemented, feedback and reactions from your students, and your evaluation of the project. Please also
include an estimate of the time you and others spent on the various tasks involved, as this will be helpful to those planning similar projects in the future.

9. consult with Sangeetha Gopalakrishnan for support and advice about any concerns or major roadblocks you may encounter as you work on this project.

If I am unable to complete my project as proposed, I will make arrangements to return the awarded funds to CLAS.
Project Title:

Project Leader (Key contact person for project):

Project Leader Rank/Title:

Department:

Applicant signature: Date:

I support consideration of this application.

Course coordinator (if applicable): Date:

Chair/Director signature: Date: