About   Services   Resources   Contact

Duke University
Center for Instructional Technology

Funding   Resource Guides   Course Info

Duke University
Instructional Technology Incentive Grants

Call for Proposals – Dec. 10, 1999

Proposals due March 22, 2000

Outline of the Call for Proposals

- Overview
- What types of projects may be funded?
- How may incentive grant funds be spent?
- Who is eligible to receive the grants?
- What obligations do grant recipients have?
- What are the criteria for selecting projects?
- Application Process and Timeline
- Collaborative Project Opportunities for 2000-01

Resources for Applicants

- Examples of IT Projects at Duke and Other Schools
- Guide to Assessment of IT Projects
- Resource guides on specific technologies
- Online Submission Form for 2000 Duke Incentive Grants

Overview

Duke University is providing $150,000 in incentive grants to encourage faculty to explore and develop creative applications of technology to address instructional needs. These funds are administered by the Center for Instructional Technology. Proposals are reviewed and selected by the Center for Instructional Technology Advisory Board, consisting of faculty from each school plus one representative each from the Office of Information Technology, the Library and the Center for Instructional Technology.

Proposals are due March 22, 2000. Announcement of grant awards will take place by May 1, 2000.

If you have questions about the grant program or would like to discuss a project idea before submitting a proposal, contact Lynne O'Brien (lynne.obrien@duke.edu), Director of Instructional Technology, phone 919-660-5862, Center for Instructional Technology, Room 223D Perkins Library. Information about last year's grant program is on the web at http://www.lib.duke.edu/cit/itfunding2.html. Faculty suggestions for planning a successful project are available on the web at http://www.lib.duke.edu/cit/citminutes12.1.2000.htm.

All individuals who would like to receive email updates on this grant program should join the CIT mailing list (http://www.lib.duke.edu/cit/maillist.html).

Please read the guidelines below before proceeding to the application form.

Online Application Form
for 2000 Duke University Instructional Technology Incentive Grants

What types of projects may be funded?

These funds will be used to support two types of projects:

A. Instructional technology *innovation* projects –

Innovation projects may receive up to $50,000 each. Projects in this category should demonstrate highly innovative approaches to using technology to improve learning or serve as a model for using existing technologies to make fundamental changes in the approach to teaching a subject. We especially encourage proposals for pilot projects which are likely to attract external funding or projects which seek CIT funds as part of a larger proposal incorporating other funding sources. Projects in this category might include:

- developing new multimedia software tools for extensive use in one or more courses.
- incorporating new technologies into an entire program or a major segment of the curriculum.
- developing new digital scholarly information resources which can be used in multiple ways.

B. Instructional technology *adaptation* projects –

Adaptation projects may receive between $1,000 and $5,000 each. These projects should focus on adaptation of existing technologies to improve teaching and learning. Proposals may focus on one course, on part of a course or on segments of several courses. However, priority will be given to projects which include multiple courses within a department or collaborative efforts across departments. Projects in this category might include:

- converting materials in several courses to an online format with the assistance of a student worker.
- developing instructional technology support within a department by funding specialized training of an employee within that department.
- introducing new technology-intensive activities into a course with the help of an extra teaching assistant.
- using videoconferencing to bring in virtual guest speakers or to collaborate with classes at other sites.
- purchasing new software and planning a series of activities for incorporating it into course plans.

As an alternative to direct funding, projects may request assistance from professional staff of the CIT or other technical support groups for programming, resource development, and project support assignments.

NOTE: Two specific opportunities for collaborative projects are listed at the end of this Call for Proposals.

You may wish to look at examples of faculty projects at Duke and other schools.

How may incentive grant funds be spent?

For both types of projects, the funds available from this program can be applied toward:

- Labor support, including student workers or teaching assistants directly connected to the project.
- Purchase of specialized equipment necessary for the project but not standard desktop equipment or routine upgrades to existing equipment. This program does not provide funds to establish new classrooms or labs or to upgrade those facilities.
- Purchase of software necessary to complete the project.
- Limited travel to appropriate workshops or conferences on instructional technology.
- Faculty stipends or course release time reimbursement.
- Dedicated time from professional staff of the CIT or other technical support groups for programming, resource development, and project support assignments.

Who is eligible to receive the grants?

All Duke University instructors including faculty, lecturers, graduate students, and staff with teaching responsibilities are eligible to apply.

What obligations do grant recipients have?

Grant recipients will be expected to maintain contact with the CIT and share information about their projects with the rest of the campus through informal presentations (e.g., the Teaching and Learning with Technology Speaker Series), by responding to a mid-year questionnaire and by writing a brief report at the end of the year.

Faculty who receive funds to develop software or purchase software will be expected to allow other faculty at Duke to use the software in their classes.

Information about each project will be archived and made available for viewing via the CIT website.

What are the criteria for selecting projects?

The review committee will use the following criteria to select projects:

Innovative use of technology to address an instructional need: Projects should address an instructional need and reflect a creative and pedagogically sound implementation of technology in teaching and learning. Proposals must include specific plans to use technology in at least one course during the 2000-01 school year. Proposals must include clear instructional goals and an explanation of how the project will accomplish those goals.

Broad and continuing impact: Funds can be used for large or small classes, but preference will be given to projects that affect a large number of students, or involve more than one faculty member, or are likely to stimulate interest and serve as a model for other faculty. Projects that are likely to continue after the funding ends or produce materials that are usable by other faculty members are especially encouraged. Innovation projects must include a specific plan for disseminating project information to a broader audience and/or continuing the project beyond the 2000-01 school year.

Feasibility: The review committee will consider whether the project is carefully planned, whether necessary personnel have been identified and whether the proposed timetable and outcomes of the project are realistic. The review committee also will consider the feasibility of the project in light of the current instructional and technical environments. Faculty are encouraged to discuss their project ideas with CIT staff and with technical support staff in their school to ensure that the project can be carried out successfully. Proposals should indicate that the project can be accomplished within the existing university infrastructure or indicate clearly what new facilities or systems will be needed. Projects must be ones that can be used in a course by the end of the 2000-01 academic year.

Fit with school and/or department priorities: The proposal must indicate how the project fits with school or department priorities. Commitment from the school or department increases the likelihood that the project will be completed and used. All proposals require a signature from the department chair. Priority will be given to proposals which include statements of endorsement from the department chair, or other faculty within the department, or the dean.

Support of University goals: Preference will be given to projects that mesh with other University curricular goals, such as implementation of Curriculum 2000 or increasing internationalization of courses.

Assessment: The proposal should include a strategy to measure accomplishment of the project's instructional goals. What is the hoped-for outcome, and how will success be determined?

[Resources for Assessing Instructional Technology Projects](#)

Budget: The budget must be clearly articulated and justified. Proposals should indicate clearly the total amount needed and provide a breakdown of expenses. Labor costs should be explained in terms of the hourly cost and number of hours needed, or the percent time allocated from salaried staff. Purchases of hardware or software should indicate the source of the price.

Additional support: Although matching funding is not required, proposals will be given priority if they identify additional support for the project through commitment of departmental resources, cooperative agreements with other departments or funding from professional organizations, foundations or other granting agencies.

Application Process and Timeline

Timeline

Proposals due	March 22, 2000
Projects selected and recipients notified	May 1, 2000
Classroom implementation of projects	Fall, 2000 or Spring, 2001
Presentation about projects	throughout Fall, 2000 and Spring, 2001
Mid-year questionnaire about progress on project	February, 2001
Written report on projects submitted to CIT advisory board	June 15, 2001

NOTE: If funds remain after May 1, 2000, proposals will be reviewed once a month and grants awarded until the funds are depleted.

Proposal Format and Application

- Faculty should submit a printed cover page with signatures to Lynne O'Brien, Box 90193.
- The full project proposal should be submitted electronically via the online form.
- Incomplete proposals will not be reviewed.
- All proposals that receive funding will be publicly viewable on the CIT website.

Online Application Form
for 2000 Duke University Instructional Technology Incentive Grants

Collaborative Project Opportunities for 2000-01

Instructional Multimedia Database project in conjunction with UNC-CH

UNC Chapel Hill is seeking collaborators on a project to study the feasibility of instituting an interdisciplinary multimedia digital library for teaching and research. This project would seek to develop a framework whereby individual faculty or departments could develop collections of scanned images or multimedia objects and easily share them with others. In return, faculty would have access to the multimedia collections developed by others. The project is funded through a planning grant from the Faculty Information Technology Advisory Committee at UNC-CH (http://www.unc.edu/cit/fitac) and has a staff of three (one full-time project manager and two graduate assistants). Given the widespread interest in digital libraries among Triangle universities and colleges, this group is interested in setting up a collaborative framework to allow greater interoperability between campus systems. For more information, see http://www.lib.duke.edu/cit/diglibunc.htm or contact Lynne O'Brien.

Electronic Books project in conjunction with Duke University Libraries

The Library is interested in a partnership project involving Electronic Books and E-book devices. Several devices are available (or potentially available) including:

- *Rocket eBook* (http://www.rocketbook.com),
- *Softbook* (http://www.softbook.com),
- *glassbook* (http://www.glassbook.com), and
- *everybook* (http://www.everybook.net).

The ideal project will use a device that can support and integrate E-text supporting course assignments, E-reserves, and possibly other recreational reading. The Library is willing to consider projects which do not include use of portable E-reader devices but there is a high degree of interest in a project which includes such devices. For more information, contact John Little (660-5932, john.little@duke.edu) or Linda Martinez (660-5368, bookworm@duke.edu).

Last Update: Wednesday, 19-Jan-00 10:06:01

About   Services   Resources   Contact