

Final Application Form

Duke University Instructional Technology High Impact Grants Spring 2005 Call for Proposals for projects beginning in Fall 2005 or Spring 2006

DUE DATE: by 5 p.m. on May 13, 2005

Complete this application form. Application can be submitted in any of three ways:

<i>Deliver or mail in envelope marked:</i>	<i>Fax printed form to:</i>	<i>Email completed form to:</i>
High Impact Instructional Technology Grant Proposal	High Impact Instructional Technology Grant Proposal	cit@duke.edu
c/o CIT—Box 90198	c/o CIT	Signature pages must be delivered, faxed, or electronically attached
Room 220 Perkins Library	919-660-5923	

Before you write your proposal...

Before you write your proposal, review the criteria for selection (<http://cit.duke.edu/help/funding/highimpact.do>) and the application form (below). Proposals from projects funded in previous years are available as models: http://cit.duke.edu/help/funding/grants_archive.do

Proposals must be complete and submitted on time in order to be reviewed.

A note about signatures and letters of endorsement:

Please talk with technology support staff in your school before you write your proposal so you can use their input in describing the resources available to help with your project and to ensure that your project can be accomplished within the technology infrastructure available in your school.

Also talk with your department chair or academic dean well before the deadline. The committee reviewing these proposals will be looking for evidence that your department and school supports your project, that it will have a significant impact at Duke, and that all participants are fully committed to the success of the project.

If you would like to talk with a CIT staff member about any aspect of your project proposal, please send email to cit@duke.edu and a staff member will contact you.

You can use as much space as you need to complete the sections of the proposal form. However, please be as brief as possible!

Project title

Provide a brief title that reflects the essence of your project.

Project abstract

Provide a brief description of what you propose to do in this project. The abstract should help someone unfamiliar with your project to understand what you plan to do and why. Maximum length: 150 words

Project participants

List the following information for EACH person involved in the project.

Project Leader and Key Contact for project

Name:

School:

Department:

Status/ Rank (e.g., Associate Professor, Staff, Graduate Student, etc.):

Is this a full time position at Duke for the 2005-06 year? ___ Yes ___ No (If “no” please explain below.):

Campus Mailing Address:

Office phone number:

Email Address:

Describe your role in this project, including your experience and preparation for this role:

Project participant #2

Name:

School:

Department:

Status/ Rank (e.g., Associate Professor, Staff, Graduate Student, etc.):

Is this a full time position at Duke for the 2005-06 year? ___ Yes ___ No (If “no” please explain below.):

Campus Mailing Address:

Office phone number:

Email Address:

Describe your role in this project, including your experience and preparation for this role:

Project participant #3

Name:

School:

Department:

Status/ Rank (e.g., Associate Professor, Staff, Graduate Student, etc.):

Is this a full time position at Duke for the 2005-06 year? ___ Yes ___ No (If “no” please explain below.):

Campus Mailing Address:

Office phone number:

Email Address:

Describe your role in this project, including your experience and preparation for this role:

ADD ADDITIONAL PARTICIPANT DESCRIPTIONS AS NEEDED.

Educational goals for your project and your plan for assessing them

In this section of your proposal, describe your educational goals and how you plan to measure them.

Your proposed project should be designed to address a clearly identified need. Think of a need as a gap between the current outcomes of teaching and learning and the desired outcomes of teaching and learning in your context. Clearly describe how teaching and learning will be changed as a result of your technology innovation project. Be sure to address the rationale for using the particular technology you have chosen, as opposed to other alternatives.

The improved outcomes could be focused on one or more areas. For example:

- Improvement in student learning (e.g. reduced time for the same amount of learning, increased depth of understanding)
- Reduced effort in delivering instructional content
- Increasing the numbers of students served without reducing program quality
- Etc.

For each educational goal, describe you how already have or plan to measure the current outcomes of instruction prior to implementing the technology innovation. Then describe how you plan to measure the changed outcomes that result from your project. In other words, your plan should describe not only what your goals are, but what indicators you will use to measure achievement of those goals.

Your assessment plan may include both a formative evaluation component to provide information for mid-project corrections as well as a summative evaluation component to measure the ultimate success of your project in attaining your original goals. Some resources are included below. You may also contact Yvonne Belanger, Program Evaluator for CIT (yvonne.belanger@duke.edu) for assistance in developing your project assessment strategy for your proposal.

Some Resources on Project Assessment & Evaluation

Faculty Focus on Assessment

This two-page newsletter provides an excellent example of technology project assessment, describing how two biology professors at UMass Amherst used assessment tools to inform the redesign of a large-enrollment introductory course under a Pew grant-funded project.

http://www.umass.edu/oapa/assessment/publications/faculty_focus/faculty_focus_spring2003.pdf

Designing and Reporting Mixed Method Evaluations

Contains a set of worksheets to assist in organizing and focusing an evaluation plan

http://www.ehr.nsf.gov/EHR/REC/pubs/NSF97-153/CHAP_5.HTM

Describe your educational goals and assessment plan here:

Project Work Plan

Describe how you will develop your project to accomplish the goals you listed in the previous section. Identify the key tasks to be done, the timeline for doing them, and the finished product that will result from your project. Describe who will do each part of the project and when you expect to have key components finished.

The Project Work Plan should reflect discussion with the technology support staff in your school and with the faculty involved.

The reviewers will consider whether your project is carefully planned, whether necessary personnel have been identified and whether the proposed timetable and outcomes for the project are realistic.

Project impact

For each course directly affected by this project, list the following information.

Course Number	Course Title	Semester Offered: Fall 2005 / Spring 2006 / Summer 2006 / Fall 2006 / Spring 2007	Anticipated Enrollment
(Add rows as needed)			

If your project is likely to have an impact beyond these courses, explain that here.

Fit with school and/or department priorities

Describe how your project is important to your school and department. If the project is related to other curricular efforts or is part of other changes taking place in your department or school, explain that here. Reviewers will also take into consideration any **letters of endorsement** you provide from your department chair, dean or other faculty. Those **letters must be attached to the proposal** you submit.

Dissemination of project results

Describe how you plan to share your project results with a broader audience. For example, are there opportunities within your department or school for describing your project and its outcomes? Are there conferences in your discipline where you might present a paper describing the results of your project? Do you anticipate publishing any papers about your project?

Resources requested through grant

Use the two tables below to describe the resources you need and explain how they fit with the project plan and assessment strategy.

Funding may be used for:

- Purchase of specialized hardware or software necessary for the project and not available through other university facilities.
- Wages for student workers or teaching assistants directly connected to the project.
- Payment to contract workers for programming, web development and other technical services.
- Proposals may request dedicated consulting time from CIT staff as part of the grant; e.g., 25% of

a CIT staff consultant for six months to help a program plan and implement a project.

*Funds may **NOT** be used for:*

- Funding for instructor salary or faculty stipends
- Standard computing equipment typically acquired through departmental or school funds
- Establishing new classrooms or labs or upgrading those facilities
- Personal or departmental equipment purchase when other university facilities, such as the CIT Instructional Lab or the Cynthia Sulzberger Interactive Learning Lab, can be used.

Equipment and software

	Cost per unit	Total cost	Explanation and intended user(s)
List each item you are requesting on a separate row			
Add rows as needed.			
TOTAL			

Personnel and services

Project participant name or role	Currently available or to be hired?	Tasks this person will do and qualifications the person has or needs to do the task	Time devoted to project (Indicate if this is hours/wk or total hrs for the entire project)	Estimated total cost (Add narrative if needed to indicate how calculated)
PERSON 1				
PERSON 2 (add rows as needed)				
			Total cost	

Resources you will bring to the project

List all other resources that have been committed to this project, such as use of existing equipment, departmental or school personnel, purchase of some project hardware and software, etc. Also list grants from other organizations, special allocations from Deans, or other funding already designated for this project. You may also describe non-financial resources such as expertise developed through earlier technology projects, curricular initiatives already in place, faculty readiness to participate in the project, etc.

Resource/support	Amount (If possible, give dollar value, or amount of time)	Explanation

	allocated)	
Add lines as needed		

Other information you want to share with the reviewers (optional):

CIT High Impact Grants for 2005-2006 Proposal Signature Page

Grant program description: http://cit.duke.edu/help/funding/high_impact_cfp.do

Project Title:

Project Leader's Name (print):

I, the project leader, will do the following if this project is accepted for funding:

- Participate in an initial planning meeting with CIT staff during Spring 2004
- Meet at least once in Fall 2005 and once in Spring 2006 with CIT staff to discuss progress on the project; stay in touch with CIT staff to keep them informed about project progress
- Implement the project in a course during the 2005-06 and/or 2006-07 academic year
- Write a report summarizing project outcomes
- Share information about the projects via a project profile (see <http://cit.duke.edu/ideas/examples.do>) and through a campus presentation

[I understand that work on a project funded through this program falls under standard University policies on copyright, patents and royalties.\(See: <http://www.provost.duke.edu/IntelProp.pdf>\)](#)

Signature of Project Leader

Name of department chair (printed)

Signature of department chair

Name of academic dean (printed)

Signature of academic dean

Name of school technology staff member who consulted on project proposal (Printed)

Signature of school technology staff member