Duke University Center for Instructional Technology
Projects using Instructional Technologies to Support
Duke’s Strategic Goals
Spring 2008 Call for Proposals

DUE DATE for Part 2: by 5 p.m. on March 7, 2008

Before you write your proposal...

Before you write your proposal, review the full grant information
(http://cit.duke.edu/help/grants/strategic_grant.html) and the application form (below).

Proposals must be complete and submitted on time in order to be reviewed. If you will need a short extension in order to fully complete your proposal, please request this from cit@duke.edu prior to the proposal deadline.

You have been assigned a CIT staff member to assist you with preparation of this proposal. Please feel free to contact that person at any time during the process. If you aren’t sure the name of your liaison, 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! Please feel free to modify the pagination in the document to better fit your proposal layout.

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, ensure that your project can be accomplished within the technology infrastructure available in your school, and can ensure continuing support for your successful project after the grant funding ends. Arts & Sciences faculty must discuss project proposals with Tannia Dougherty (interim head of A&SIST) and have her signature on the final page of this proposal form. Applicants from other schools should talk with the IT staff member who is in the best position to commit local technology support and resources for the project.

Also talk with your department chair and academic dean prior to submitting your proposal. The committee reviewing these proposals will be looking for evidence that your department and school support your project and are willing to commit resources to it, that it will have a significant impact at Duke, and that all participants are fully committed to the success of the project. Your department chair and dean are required to endorse the project by signing the signature page.

If you wish to include letters of endorsement from any relevant persons, including other faculty directly involved in your project, IT staff, department administration, or deans, please have these letters faxed to CIT at 668-2578 by 5 pm Friday 3/7/2008. Such letters will be considered as part of the project review process.
I. Project Information

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. You may paste your Part 1 description if it has not changed. Maximum length: 200 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 2008-2010 academic years? ____ Yes ____ No (If “no” please explain)
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 2008-2010 academic years? ____ Yes ____ No (If “no” please explain)
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.
II. Project Goals and Assessment

Your proposed project should be designed to address a clearly identified strategic need(s) as described in the Duke Strategic Plan “Making a Difference” (see http://stratplan.duke.edu/), and have clearly articulated goals, achievement of which you can measure.

Which Duke strategic plan goal(s) does this project support (review the plan at http://stratplan.duke.edu/)

Why is this project important to your program and your school (WHY are you hoping to do this project)? Your description should be written so that your rationale is understandable to those outside your discipline. Include:

- What are your educational goals for the project?
- How would this project change the way you teach in this class(es), or change how this topic/subject is typically taught?
- How do you expect the project to affect student learning in your class(es)? (i.e., what do you expect students to know or be able to do as a result of your project, which they might not otherwise?)
- What is the rationale for choosing the particular technologies and methods you are proposing, compared to other possible methods and technologies?

How will you be able to tell whether your project is a success and your project’s goals have been achieved?

How and when will you measure project effectiveness (e.g., impact on student learning)?

Note: applicants are invited to contact Yvonne Belanger, CIT’s Program Evaluator, for ideas and suggestions about evaluating the effectiveness of projects, prior to submitting the application (send email to cit@duke.edu.)
III. 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 assigned CIT liaison, with technology support staff in your school, with the other faculty involved in the project (if any) and with your department chair and dean as relevant.

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.
IV. Project Support and Resources

Project support requested from CIT

What support and resources are you requesting from CIT for your project (you may request support for up to a 2 year period beginning in May 2008)?

- Include monetary, consulting, equipment or software, intended use of existing Duke services, CIT staff assistance, CIT student assistance, training and other support needs. Be as detailed as possible, and include an explanation for each item.

Please note:

CIT grant 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 hourly staff directly connected to the project (hired and supervised by the project PI or her/his designate).
- Payment to contract workers for programming, web development and other technical services.
- Renting time in the Duke Immersive Virtual Environment (DiVE) or other Duke facilities as related to the project.
- Other relevant project expenses or supplies.

Funds may NOT be used for:

- Instructor salary or direct 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 campus or departmental facilities, can be used.

### Equipment, software, use of services and other expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per unit</th>
<th>Total cost</th>
<th>Explanation and intended user(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>List each item you are requesting on a separate row</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Add rows as needed.</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

### Personnel (include help needed from CIT staff here)

<table>
<thead>
<tr>
<th>Project participant name or role</th>
<th>Currently available or to be hired?</th>
<th>Tasks this person will do and qualifications the person has or needs to do the task</th>
<th>Time devoted to project (as hours/wk or total hrs for the entire project)</th>
<th>Estimated total cost (add narrative below if needed to explain how calculated)</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSON 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSON 2 (add rows as needed)</td>
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</tbody>
</table>

Total cost
Resources needed and committed from department, school or external sources

List all other resources NOT being requested from CIT, which will be needed for this project. Include use of existing equipment, departmental or school personnel, purchase of project hardware and software, monetary support, etc. You may also describe non-financial resources such as expertise developed through earlier technology projects, resources for curricular initiatives already in place, faculty time to participate in the project, etc.

List the provider/manager of each resource and whether this resource has already been committed to your project.

By signing the signature page, your local IT support person, department chair and dean are agreeing to provide this support for your project.

Also list here grants from other organizations, special allocations from Deans, or other funding already designated for this project.

<table>
<thead>
<tr>
<th>Resource/service/personnel needed</th>
<th>Amount/value (give est. dollar value, or amount of time needed)</th>
<th>Explanation of use in your project</th>
<th>Manager/provider of resource</th>
<th>Agreement to commit resource? (yes/no – has the manager agreed to commit this resource to the project?)</th>
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</table>

Add lines as needed

Future support needs from department, school or external sources

In order to continue this project after the CIT funding period ends (assuming the project is successful) what support and resources will you need from other units, from your local IT support staff, from your department chair/dean, or from external sources?

By signing the signature page, your department chair and dean are agreeing to provide this future support if your project is successful.

<table>
<thead>
<tr>
<th>Resource/support/personnel</th>
<th>Amount (If possible, give dollar value, or amount of time allocated)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
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Add lines as needed
V. Project Impact

Courses affected
For each course or academic program directly affected by this project, list the following information.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester offered and instructor name</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall 2008 / Spring 2009 / Summer 2009 / Fall 2009 / Spring 2010</td>
<td></td>
</tr>
</tbody>
</table>

(Add rows as needed)

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

Fit with school and/or department priorities
Describe how your project is important to your school or department in any other way not already described above. 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 when submitted, or faxed by 5 pm Friday 3/7/2008 to 668-2578.

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?

VI. Other Information
Describe any other information you would like to share with reviewers (optional).
Fax to CIT at 668-2578 by 5 pm 3/7/2008

Grant program description: http://cit.duke.edu/help/grants/strategic_grant.html

Project Title:

Project Leader's Name:

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 2008
• Meet at least once in Fall 2008 and once in Spring 2009 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 2008-2009 and/or 2009-2010 academic year
• Write a report summarizing project outcomes
• Share information about the projects via a project profile (see http://cit.duke.edu/ideas/projects) and through at least one 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/pdfs/IntelProp.pdf).

Signature of Project Leader

Date
Center for Instructional Technology Strategic Initiative Grant Proposal
Signature Page

Fax to CIT at 668-2578 by 5 pm 3/7/2008
Grant program description: http://cit.duke.edu/help/grants/strategic_grant.html

Project Title:

Project Leader's Name:

I, the department chair for the faculty listed above,
- Have read the full grant proposal being submitted by the faculty member.
- Support the project as outlined in the proposal, and agree that it aligns with important department goals.
- Agree to provide department resources in support of this project as described in section IV “Project Support.”
- Agree to provide department resources in the future to continue this project, if it is successful, as described in section IV “Project Support.”

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/pdfs/IntelProp.pdf).

Name of department chair

_________________________________________  Date

Signature of department chair
Project Title:

Project Leader's Name:

I, the academic dean for the faculty listed above,
• Have read the full grant proposal being submitted by the faculty member.
• Support the project as outlined in the proposal, and agree that it aligns with important school goals.
• Agree to provide school resources in support of this project as described in section IV “Project Support.”
• Agree to provide school resources in the future to continue this project, if it is successful, as described in section IV “Project Support.”

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/pdfs/IntelProp.pdf).

Name of academic dean

Signature of academic dean

Date
Center for Instructional Technology Strategic Initiative Grant Proposal
Signature Page

Fax to CIT at 668-2578 by 5 pm 3/7/2008
Grant program description: http://cit.duke.edu/help/grants/strategic_grant.html

Project Title:

Project Leader’s Name:

I, the IT support staff person for the faculty listed above,

• Have read the full grant proposal being submitted by the faculty member.
• Support the project as outlined in the proposal and confirm that I am the correct person to assign IT resources in support of this project.
• Agree to provide department IT resources in support of this project as described in section IV “Project Support.”
• Agree to project department IT resources in the future to continue this project, if it is successful, as described in section IV “Project Support.”

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/pdfs/IntelProp.pdf).

____________________________________________________________________________
Name of school/department IT decision-maker (Tannia Dougherty for A&S)

____________________________________________________________________________
Signature of school/department IT decision-maker                                      Date