



Office of Learning and Information

Technology

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2007-2008 Emerging Technology Pilot Grant Program: Enhancing Teaching and Learning with Technology

Request for Proposals

The UW System Administration and the Learning Technology Development Council (LTDC) seek proposals:

- for projects that will advance the innovative use of technology for teaching and learning, and/or;
- for projects related to faculty and instructional development in the effective use of technology in teaching and learning.

Funding will support single institutional or collaborative multi-institutional projects.

Program Overview:

- The goal of this grant program is to support projects that investigate emerging technologies and creative uses of existing technologies in a timely manner, to distribute these findings promptly, and to support other University of Wisconsin campuses in their efforts to adopt these technologies.
- Proposals must be initiated and led by the University of Wisconsin campus LTDC rep or faculty or academic staff working closely with their LTDC rep. All proposals must include the campus LTDC rep in a significant, meaningful role, if not as the PI. This ensures that the project stays within the desired guidelines, communication is open and ongoing, results are quickly disseminated to the rest of the LTDC, and other campuses interested in this new technology can get support from the previously funded LTDC member.
- Proposals may be submitted at any time in the fiscal year or prior to the start of the fiscal year in which the project will run. There is no deadline for proposals as long as funds can be spent within the fiscal year. Projects cannot span fiscal years. Fiscal years run from July 1 to June 30.
- Proposals will be evaluated when they are submitted or within a reasonable time as determined by the LTDC Executive Committee. This ensures timely pilots and a reasonably quick turnaround time from initial request to results.
- Single campus applications are expected and encouraged. This ensures that interested campuses can act quickly. However, to ensure multi-campus collaboration the LTDC rep must agree to disseminate results and evaluations quickly and to assist other campuses interested in adopting the technology.

- Projects that are funded will exhibit sound instructional design principles, clearly articulated goals, and a well-developed assessment strategy.
- Funding levels will depend on the scope and size of the project proposed but will not exceed \$5,000 per proposal. We anticipate funding several projects annually.
- Total amount of funding for this program may vary from year to year. Funding is always subject to the availability of funds.

Areas of Program Emphasis

The Emerging Technology Pilot Grant Program will support proposals focusing on technology-related initiatives in faculty and/or curricular development or redesign. Grants addressing the following themes are especially encouraged and will receive preference:

- Innovative instructional uses of new and emerging technologies;
- Student engagement through meaningful interaction (e.g.: Student Learning Communities, small group work, team-based learning, collaborative work, active learning techniques, critical thinking);
- Formative and summative assessments of student learning outcomes in the application of technology for teaching and learning;
- Collaboration and sharing of best practices and materials across campuses for demonstrably effective instructional technology use;
- Innovative use of technology to bridge the Digital Divide.

Additional project topics are welcome and will be considered.

Proposal Components:

Complete proposals will include four components: a cover narrative file that includes the cover, abstract, and narrative; a one page CV for the principal investigator; a sign-off sheet; and the budget sheet. Except for the CV and budget, these templates can be found below. If the included templates are not used, project proposals must include files comparable to those online. The following components must be included:

- I. Cover
- II. Abstract.
Maximum length 300 words.
- III. Project Narrative.
Maximum length: two double-spaced pages, with a 12 point font.

The narrative must include the following sections:

- a. Statement of Need/Problem. The proposal must clearly describe the problem/issue to be addressed during the project, and why it is important to address the problem/issue, particularly as it impacts students learning.

Describe the innovative nature of the project. If practical, provide a measure of the scope of the project, e.g., number of courses, students, faculty affected.

- b. **Activities & Work Plan**
 - i. Description of significant project activities.
 - ii. Identification of PI and other significant persons and a description of their role and contributions to the project during the planning, implementation, and evaluation phases.
 - iii. Include a work plan that lists all major activities. Include a realistic timeline and identify (by name and/or position), the individual who will lead/facilitate each of the activities.
 - c. **Project Outcomes and Evaluation.** Clearly identify the intended outcomes of the project. Outcomes should address the Statement of Need and be specific, measurable, and attainable. Include a detailed plan for evaluating the project outcomes as well as the efficacy of major activities.
- IV. **Dissemination.** Award recipients are expected to publish their project results on the Web and to disseminate project results on their campus and across the UW System. Include in your plan a commitment to submit a timely report of project outcomes to the LTDC and Office of Learning and Information Technology and to support other UW campuses in their efforts to adopt the technology.
- V. **Budget and Budget Narrative.** Include in the cover narrative a budget summary. Also, include a detailed budget in which you clearly describe and justify each item of the budget in relation to the proposal. For example, if you include release time for faculty and/or staff, explain their activities during the funding period. Use the budget form online (available at <http://www.uwsa.edu/olit/ltdc/crg/07-08/crbudget.xls>) or something comparable for this detailed budget.
- VI. **Funds may be requested for the following expenses:**
- i. UW faculty/staff release time, overload, or summer contracts (you must include fringe benefits for UW faculty and staff)
 - ii. Student help, graduate assistants (include fringe benefits for UW support staff)
 - iii. Travel for planning meetings and dissemination
 - iv. Conference organization expenses may include honoraria, travel expenses, and materials
 - v. Software, supplies and expenses

Institutional match is not required.

- VII. Condensed, One-page Curriculum Vitae for principal investigator.
- VIII. A sign-off sheet. This includes “Emerging Technology Pilot Grant Proposal,” the fiscal year in which the proposal runs, the project title, the name and campus of the PI, the name of the campus LTDC rep (if not the PI), the date the proposal is completed, and signatures from the Provost, Dean/Division head, Department Chair (if PI is not the LTDC rep), PI (if not the LTDC rep), and LTDC rep.

Review Process

A review team consisting of the Learning Technology Development Council Executive Committee and possibly representatives from UW System will assess the proposals and make funding recommendations to the Senior Vice President for Academic Affairs, UW System Administration. Proposals will be evaluated within a month of their submission.

Forms and Reports

1. A cover narrative file. See: Proposal Components I, II and III.
2. A budget spreadsheet. See: Proposal Components IV.
3. A one-page Curriculum Vitae for principal investigator. See: Proposal Components VII.
4. A signoff sheet. See: Proposal Components VIII.
5. A final report submitted to the Office of Learning and Information Technology and the LTDC completed within 4 weeks of the end of the project. See: Proposal Components V.

Timeline

Proposals may be submitted anytime. All funds must be spent within a single fiscal year. A final report of the project outcomes must be submitted to the Office of Learning & Information Technology and the LTDC within 4 weeks of the conclusion of the project but no later than August 31 of the calendar year of the project.

Submission Guidelines and Instructions

Proposals must be submitted as attachments to email to the UW-System Administration Learning Technology Liaison (Alan Foley, afoley@uwsa.edu). All files must be submitted on the same day.

All proposals received will be the property of UW System Administration. Incomplete proposals will not be considered. Proposals submitted by means other than electronic submission will not be considered.

Submissions and Questions Contact:

Alan Foley, Ph.D. afoley@uwsa.edu Office of Learning and Information Technology 608-265-9559

Learning Technology Development Council Representatives

<p>UW Colleges <i>Patricia J. Fellows</i> Instructional Technology Coordinator (608) 263-3245 pfellows@uwc.edu</p>	<p>UW-Parkside <i>Pat Eaton</i> Instructional Technology Specialist (414) 595-3222 patricia.eaton@uwp.edu</p>
<p>UW-Eau Claire <i>Donna Raleigh</i> Instructional Technology Project Manager Teaching & Learning Technology Development Center draleigh@uwec.edu</p>	<p>UW-Platteville <i>Anthony Valentine</i> LTDC Coordinator (608) 342-1708 valentia@uwplatt.edu</p>
<p>UW-Extension <i>Rich Berg</i> Instructional Design/Distance Education Specialist Instructional Communications Systems UW Extension (608) 263-4262 rich.berg@ics.uwex.edu</p>	<p>UW-River Falls <i>Karen Ryan</i> Educational Technology Center (715) 425-3837 karen.ryan@uwrf.edu</p>
<p>UW-Green Bay <i>Andy Speth</i> Manager, Learning Technology Center (920) 465-5019 spetha@uwgb.edu</p>	<p>UW-Stevens Point <i>Mary Mielke</i> Instructional Technology (715) 346-3047 Mary.Mielke@uwsp.edu</p>
<p>UW-LaCrosse <i>Jim Jorstad</i> Director, Educational Technologies (608) 785-8048 jorstad.jame@uwlax.edu</p>	<p>UW-Stout <i>Margy Ingram</i> Learning Technology Services (715) 232-1289 ingramm@uwstout.edu</p>
<p>UW-Madison <i>Carole Turner</i> Division of Information Technology Computer Science and Statistics (608) 265-4685 cturner@facstaff.wisc.edu</p>	<p>UW-Superior <i>Lisa Larson</i> (715) 394-8051 llarson@uwsuper.edu</p>
<p>UW-Milwaukee <i>Robert Kaleta</i> Learning Technology Center (414)229-4319 kaleta@csd.uwm.edu</p>	<p>UW-Whitewater <i>Lorna Y. Wong</i> Learning Technology Center Coordinator Technology and Information Resources (262) 472-5017 wongl@mail.uww.edu</p>
<p>UW Oshkosh <i>AnnMarie Johnson</i> Instructional Developer (920) 424-2210 paulukon@uwosh.edu</p>	<p>UW System Administration <i>Alan Foley</i> Office of Learning and Information Technology (608) 265-9559 Fax: (608) 265-3175 afoley@uwsa.edu</p>

Emerging Technology Pilot Grant Proposal: Cover Sheet

Project Title:	
For fiscal year:	
Principal Investigator:	
UW Campus:	
Campus LTDC Rep:	
Date:	

Abstract: (Maximum length: 300 words)

Project Narrative: (Maximum length: one single-spaced page, with a 12 point font. See RFP for required elements.)

Emerging Technology Pilot Grant Proposal: Sign-off sheet

Project Title:	
For fiscal year:	
Principal Investigator:	
UW Campus	
Campus LTDC Rep:	
Date:	

Signatures (include a legible printed form):

Provost:	
	And Print:
Dean/Division Head	
	And Print:
Department Chair: (skip if PI is the LTDC campus rep and there is no department chair)	
	And Print:
Principal Investigator:	
	And Print:
LTDC campus rep:	
	And Print:

This form must be submitted electronically. We suggest scanning it and submitting it as a PDF file.