

Instructional Technology for Academic Development

Professional Development Grants

Call For Proposals

2004

TO: Faculty

Instructional Support Staff

Academic Deans and Administrators

Maximum Award

\$4,000 - \$6,000 Typical Project Award

\$8,000 - \$20,000 For Multi-campus Projects and
Projects of Exceptional Work

Proposal Deadline

Wednesday, March 3, 2004 5 p.m.

Award Notification

Wednesday, May 19, 2004



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • Worcester

Call for Proposals

Professional Development Grants

Proposals are being solicited from University of Massachusetts faculty and staff to demonstrate the use of electronic technologies and telecommunications for the delivery of courses and related academic services across the University system. These grants promote academic developments and collateral activities that will:

- Advance the system's goal of delivering high quality academic instruction to the broadest possible constituencies without regard to geography.
- Use technology to improve student learning and the academic experience of students.
- Encourage effective use of a variety of existing and emerging instructional technology tools by faculty.
- Disseminate best practices to other faculty to help them think about new ways of teaching students.
- Cross traditional academic disciplines and campus boundaries.
- Demonstrate the marketability of courses, seminars and electronic tools beyond the individual campus and the University system.

Each submission should describe a deliverable component using technology that will improve the academic experience of students. These grants are intended to encourage innovative uses of technology through pilot initiatives and will not provide funding for established initiatives.

Priority will be given to the following categories of proposals:

- Use of leading-edge technology
- Sharing under-subscribed courses between campuses
- Improving student learning in large classes through use of technology
- Coordinating dissemination of effective uses of instructional technology across a campus or campuses
- Assessing technology-mediated student learning outcomes

Joint submissions, especially those across campuses and disciplines, are strongly encouraged.

Additional Information

The Professional Development Grants are sponsored by the University of Massachusetts campuses, the President's Office, and the Information Technology Council.

A web site is available which provides information about current and past Professional Development awards and recipients.

<http://www.umassp.edu/itc/pdgrants/pdgrants.html>

For additional information, contact:

Academic Affairs

Telephone: (617) 287-7137

E-Mail: umass.pdg@umassp.edu

Proposal Format

The proposal should include a cover page with the information listed below and up to five pages (minimum of size 12 font) covering the remainder of the information about the project. Only the first five pages will be considered if more than five pages are submitted. Letters of support are not included in the five page limit.

COVER PAGE (not included in the 5 page limit)

- Project Title
- Principal Investigator and Title
- Other Participants and Titles
- Mailing Address, Electronic Mail Address, and Telephone Number of All Participants
- Campuses and Disciplines involved
- Total Amount of Funds Requested – please specify distribution by campus
Typical project award: \$4,000 - \$6,000
Multi-campus project or project of exceptional merit: \$8,000 - \$20,000
- Concise project summary (limit 250 words)

PROJECT NARRATIVE

The project narrative should define the goals of the project and identify the methodology for achieving those goals. It should also describe how this project will support the goals of the Professional Development Grant program and how the experience gained from this project might be leveraged for external funding in future years.

PROJECT DELIVERABLE

A description of the project deliverable should be included. Past grant recipients have created such deliverables as multimedia courseware, distance learning courses, and World Wide Web sites for class material.

DISSEMINATION OF PROJECT RESULTS

Describe how the results of the project will be disseminated.

PROJECT BUDGET

All grant expenses must be detailed in this section and directly relate to production of the deliverable. The typical project award will be in the range of \$4,000 - \$6,000. Projects of exceptional merit may receive up to \$20,000. If this request is part of a larger project, please indicate how the remainder of the funds will be obtained or what portion can be accomplished with the requested amount. Your budget may include release time or outside funding provided written authorization from the appropriate campus official is included in your proposal. Project funding will be available in June 2004 and must be expended by May 2005.

PROJECT TIMETABLE

Identify key milestones in your project. The project must be completed and demonstrable by May 1, 2005. The final report is due by June 1, 2005.

PRINCIPAL INVESTIGATOR, PARTICIPANTS AND QUALIFICATIONS

Provide brief qualifications for the Principal Investigator and the primary contact person from each of the other campuses involved in the project. Identify other participants. All permanent UMass faculty and staff are eligible to apply as Principal Investigators for Professional Development Grants.

LETTERS OF SUPPORT

The following letters of support must be provided. ***Please note that a proposal will be considered incomplete without the required letters of support and therefore will not be considered for an award.***

- All participants must provide a letter indicating their level of participation in the project. No participant will be considered part of the project without a letter of support.
- If the project deliverable is a distance learning course that will be available to other campuses, include a letter of agreement from each receiving organization (Dean or Department Head). If the course will be offered through a web-based distance learning program such as UMassOnline or the campus Continuing Education department, include a letter of support from the director of the organization.
- Endorsement of the project by each campus Provost is strongly encouraged.
- Letters sent via electronic mail are acceptable provided they are sent by the author directly to the grant administrator. (umass.pdg@umassp.edu)

Proposal Submission

Proposals must be received at the address listed below by:

Wednesday, March 3, 2004 at 5 p.m.

Please allow for the delivery time of your medium to ensure that it arrives by the deadline. ***Proposals arriving after the deadline will not be considered.*** In addition, a copy of the proposal must be filed with the Provost of each campus involved in the proposal.

Information Technology Grant Proposals
Attention: Director of Academic Technology Services
University Information Technology Services
100 Venture Way, 2nd Floor
Hadley, MA 01035

Grant proposals may be placed in campus mail and delivered by the University Courier Service, sent via the U.S. Postal Service, overnight courier service, and/or submitted electronically in basic text format or Microsoft Word attachment to: umass.pdg@umassp.edu

Expectations for Recipients

In addition to the interim and final report, recipients are expected to participate in UMass-sponsored seminars, conferences or workshops with other award recipients to describe their experiences and demonstrate their work.