| **TEACHING WITH TECHNOLOGY INNOVATION GRANT COVER PAGE** | | | |
| --- | --- | --- | --- |
| Application Deadline: January 21, 2020 | | | |
| Name: | | | |
| Department: | | Phone: | |
| Employee Status: | | | |
| PROJECT ABSTRACT | | | |
| PROJECT TITLE: | | Funds Requested: | |
| SHORT PROJECT DESCRIPTION: (200 Words) | | | |
| PROJECT Logistics | | | |
| Course / Program Impacted: (Include Name, Semester, ID): | | | |
|  | Expected Start Date: | | |
|  | Expected End Date: | | |
| Number of Students Enrolled/Impacted: | | | |
| Project Members: | | | |
|  | Individual Group Project | | |
| Resources Required | | | |
| ETO ITS Library Services Assessment Office Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Sign-off | | | |
| By signing the form, the applicant agrees to abide by the guidelines of the grant if an award is made. | | | |
| SIGNATURE OF APPLICANT  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: |
| ENDORSEMENT | | | |
| If multiple departments are seeking grant funds, the Chair from each department must endorse the project and sign off on the form. | | | |
| \*Signature of Department Chair(s) or Department Head(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: |

| **TEACHING WITH TECHNOLOGY INNOVATION GRANT APPLICATION** | |
| --- | --- |
| **Grant Proposal Application TEMPLATE** | |
| Name: | |
| Title: |  |
| Department: | Phone: |
| Names and Titles of Project Team Members: | |
| **PROJECT DETAILS** | |
| **PROJECT GOALS** How will your project meet the requirement of the ITS Teaching with Technology Innovation Grant?  Note: The **Innovation in Teaching with Technology Grant Program** is meant to support innovative approaches to teaching and learning through technology. Funds are awarded to employed individuals, departments or programs seeking support for experimentation with new technologies or course delivery formats, or for developing new approaches to teaching and learning with technology. For this application cycle, **priority will be given to projects that align with the university strategic initiatives, faculty wishing to integrate technology into High Impact Practices or faculty interested in leveraging existing technologies such as the Adobe Creative Suite**. The budget for the project should fall between $10,000 and $30,000 and should have no other means of support at this level. Smaller undertakings that require substantially less money ($500 to $5,000 as example) and anything beyond $30,000 might be better handled through external grant applications. | |
| PROJECT OBJECTIVES How do your objectives align with the SMART evaluation criteria outlined on page 4? | |
| PROJECT OUTCOME | |

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| --- |
| **PROJECT NARRATIVE (Up to 3 Pages)** |
| **DETAILED NARRATIVE** In no more than 3 pages describe how the project aligns with Teaching with Technology Innovation Grant Program definition. Include in your description project goals, objectives and expected outcome. |
| PROJECTED ASSESSMENT PLAN Include information from your *meeting with the Director of Assessment* and your plans to document your results. Grant awardees will be solicited by the Office of Assessment for student work relating to Information Technology competency. As a grant awardee, you will be required to submit student work that emerges from assignments in the funded project that can be used  for institutional assessment. |
| Resources required (mATERIALS, pERSONNEL, ETC.)  Base information on meeting with ITS-User Services and/or Education Technology. |
| PROJECT COMMUNICATION PLAN Explain how your project is promoted to internal and external audiences? |
| **PROJECT TIMELINE**  Document the timeline after meeting with ITS-User Services or Education Technology. |
| **Detailed Budget**  Document a three-year budget *after meeting with* ITS-User Services or Education Technology. Include the cost of equipment, travel and personnel. Include how your department will sustain the technology beyond the Grant Year.   |  |  |  |  | | --- | --- | --- | --- | | ITEM | FY2019-2020 | FY2020-2021 | FY2021-2022 | | HARDWARE |  |  |  | | SOFTWARE |  |  |  | | MAINTENANCE |  |  |  | | SERVICE |  |  |  | | TRAINING |  |  |  | | TRAVEL |  |  |  | |
| **EVALUATION CRITERIA** |

\*The establishment of all objectives should be created using the S.M.A.R.T. philosophy. What do we mean by a S.M.A.R.T. objective? S.M.A.R.T. is an acronym that is used to guide the development of measurable goals. Each objective should be:

**S**pecific | **M**easurable w/Measurement | **A**chievable | **R**elevant | **T**ime-Oriented

### Specific

Specific answers the questions "what is to be done?" "how will you know it is done?" and describes the results (end product) of the work to be done. The description is written in such a way that anyone reading the objective will most likely interpret it the same way. To ensure that an objective is specific is to make sure that the way it is described is observable. Observable means that somebody can see or hear (physically observe) someone doing something.

### Measurable w/Measurement

Measurable w/Measurement answers the question "how will you know it meets expectations?" and defines the objective using assessable terms (quantity, quality, frequency, costs, deadlines, etc.). It refers to the extent to which something can be evaluated against some standard. An objective with a quantity measurements uses terms of amount, percentages, etc.. A frequency measurement could be daily, weekly, 1 in 3. An objective with a quality measurement would describe a requirement in terms of accuracy, format, within university guidelines.

### Achievable

Achievable answers the questions "can the person do it?" "Can the measurable objective be achieved by the person?" "Does he/she have the experience, knowledge or capability of fulfilling the expectation?" It also answers the question "Can it be done giving the time frame, opportunity and resources?" These items should be included in the SMART objective if they will be a factor in the achievement.

### Relevant

Relevant answers the questions, "should it be done?", "why?" and "what will be the impact?" Is the objective aligned with the S/C/D’s implementation plan and the university’s strategic plan?

### Time-oriented

Time-oriented answers the question, "when will it be done?" It refers to the fact that an objective has end points and check points built into it. Sometimes a task may only have an end point or due date. Sometimes that end point or due date is the actual end of the task, or sometimes the end point of one task is the start point of another. Sometimes a task has several milestones or check points to help you or others assess how well something is going before it is finished so that corrections or modifications can be made as needed to make sure the end result meets expectations. Other times, an employee’s style is such that the due dates or milestones are there to create a sense of urgency that helps them to get something finished.

SOURCE: [Wayne State University](http://wayne.edu/hr/leads/phase1/smart-objectives.php) http://wayne.edu/hr/leads/phase1/smart-objectives.php