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## Strategic Initiative Grant Fall 2008

This page appeared on the CIT website in Fall 2008 to provide relevant links and information to potential grant applicants.

### Program Overview

CIT is offering grants to support instructional innovations with technology, tied to Duke's strategic plan ["Making a Difference"](#); In particular, Chapter 4 of the plan [\(pdf, html\)](#) focuses on academic and instructionally-related goals which CIT would like to support, such as interdisciplinarity, student engagement in real-world issues, providing engaging and challenging learning experiences for students, transforming the arts, supporting our graduate students, and innovation in creation and delivery of scholarly resources.

For examples of projects which could be supported through a CIT Strategic Initiatives Grant see a list of [Spring 2008 Strategic Initiative projects](#) or our ["case examples" page](#). These are **examples** meant to spur the imagination; proposals for different projects will also be reviewed, and similar proposals in later grants periods may or may not be accepted.

If you want more ideas before proceeding to the grant information, feel free to do any of the following:

- consult with CIT staff (send email to [cit@duke.edu](mailto:cit@duke.edu) to schedule a consultation),
- review the CIT website and our ["case examples" page](#) or list of [Spring 2008 projects](#) for ideas,
- review the strategic plan for Duke or your school (linked above).

### Who is eligible to submit a proposal?

All Duke University instructors including faculty, and lecturers, and staff who work on teaching programs with faculty are eligible to apply. Project leaders must be working full time at Duke for the duration of the project. Projects must include active participation by at least one full-time Duke faculty member or instructor.

### How do I submit a proposal?

NOTE: Prior to downloading the application please read the [fine print](#); below, for more details about the grant.

Then, download and fill out the [initial application form](#).

Email the completed application form to: [cit@duke.edu](mailto:cit@duke.edu) by 5 pm 9/22/2008. We will begin review of applications on 9/23/2008.

### Have an idea that doesn't fit this grant application?

The CIT has a variety of options for helping faculty with instructional technology projects. See more information about [other CIT project support programs](#).

If you would like notification of future grant programs and instructional technology initiatives, [join the CIT mailing list](#).

### The "Fine Print"

#### What types of resources may be requested in the grant?

Grant proposals may request funding, CIT staff time, CIT student-worker time, and time/resources from other campus units.

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 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 university facilities for

### Key Information

Application part 2  
**Due October 27, 2008**  
[Application form](#) (pdf)

Application part 1  
**due September 22, 2008, 5 pm**

Download and complete [initial application form](#) (Word)

Email application to  
[cit@duke.edu](mailto:cit@duke.edu);

- students as relevant to the project.
- Other relevant project expenses.

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.

#### **Are there restrictions on who may apply?**

Individuals who have been the PI or co-PI on a CIT grant award of more than \$500, or who have agreed to participate in any major CIT program (i.e., Fellows programs), already in a given academic year, are not eligible to receive a Strategic Initiative Grant for that year.

#### **What are the requirements for PIs of accepted projects?**

- Participate in an initial planning meeting with CIT staff during early Spring 2009. Meet at least once in Fall 2009 and once in Spring 2010 with CIT staff to discuss progress on the project; stay in touch with CIT staff to keep them informed about project progress between meetings.
- Implement the project in a course during the 2008–09 and/or 2009–10 academic year.
- Write a report summarizing project outcomes.
- Share information about the project at least via a project profile on the CIT website and through a campus presentation.

#### **What is the proposal review process?**

Note: Individuals considering submitting a proposal are strongly urged to meet with a CIT staff member before the proposal due date. A CIT consultation will help you prepare the best possible proposal and make sure you have addressed the criteria below. To ensure that CIT staff are available to discuss your proposal, email [cit@duke.edu](mailto:cit@duke.edu) to request a consultation several days before you would like to meet.

CIT will do a brief review of the initial applications and will contact each applicant for additional information. Applicants with feasible and appropriate projects which CIT may be able to support will be asked to complete Part 2 of the application (the “full application”) by October 27, 2008, to provide more details for consideration in the second review. Full applications will then be reviewed by the CIT staff and other reviewers based on the criteria shown below.

#### **1. Innovative use of technology to address an instructional need related to the Duke strategic plan:**

Proposals must include clear educational goals in alignment with the Duke strategic plan, an explanation of how the project will accomplish those goals through a creative and appropriate use of technology, and a plan to assess the impact of the project on teaching and learning. Also, to support the strategically important theme of interdisciplinarity, proposals for projects with faculty and/or courses from two or more disciplines will be given higher priority.

#### **2. Feasible project plan**

The reviewers will consider whether the project seems carefully planned, whether necessary personnel have been identified and whether the proposed timetable and outcomes of the project seem realistic. Applicants should discuss their project ideas with CIT and with their department chair and technical support staff in their school to determine impact on school resources, if any. Projects must have some component that can be implemented in at least one Duke course no later than Spring 2010.

#### **3. Project impact**

Our intent in funding these strategic projects is to invest in enhancements to teaching and learning which will be re-used and ongoing, and have the potential for a significant impact.

The reviewers will look at the applicant’s plans for evaluating the success of the proposed project, and plans for continuing successful projects, including how any continuing project costs (after the CIT funding ends) will be supported. All else being equal, projects which appear to have the potential for a larger impact (those which are integral to planned curricular change in the department/school, or which involve more students, more courses, more instructors, will be used in more semesters, or can serve as a model for others) will be given higher priority for support.

For most projects, commitment from the school or department increases the likelihood that the project will be completed and broadly used. All full applications must include the signature of the appropriate academic dean to indicate support, and those with a clear path for post-grant support of project costs will be given higher priority. All full applications must include a two year budget projection (CIT funds can be requested for both years but applications indicating some departmental or other support at least in year two will be

preferred).

### What is the grant timeline?

- Initial Application Form due: Monday September 22, 2008, 5 pm
- Initial review of applications: September 23 – 26, 2008
- Initial response to applicants: September 29, 2008
- Full Application Form and signature page(s) due from invitees: Monday October 27, 2008, 5 pm
- Review of completed proposals: October 28 – November 30, 2008
- Announcement of selected projects: by December 5, 2008
- Applicant acceptances of grants: by December 15, 2008
- Funds transferred to projects: by early January 2009
- Implementation of projects: between January 2009 and December 2010
- CIT Showcase presentations about projects: April 2009 and/or April 2010\*
- Written report on projects submitted to CIT: by December 2010\*

\*Due dates for presentations and reports are dependent upon the planned project completion date, and may vary from those listed above.

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