Grants & Funding

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Strategic Initiative Grant

This page appeared on the CIT website in Spring 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 "Academic Goals and Strategies to Build Distinction" (**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.

Some examples of projects which could be supported through a CIT Strategic Initiatives Grant are listed on our **project examples page**. These are **examples** meant to spur the imagination; proposals for different projects will also be reviewed.

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 to schedule a consultation),
- review the CIT website and our **projects examples** page 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, lecturers and graduate student instructors, and staff who work with teaching faculty are eligible to apply. Project leaders must be working full time at Duke for the duration of the project. Projects must include 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**. We will begin review of applications on January 31, 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) for students to use/interact with models.

Key Information
Application part 1 was due Febuary 6, 2008, 5 pm
Download and complete **application form** (word)
Email application to **cit@duke.edu**.
See **grants awarded** (May 2008)

- Other relevant project expenses.

Funds may NOT be used for:

- Instructor salary or 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.

What are the requirements for PIs of accepted projects?

- Participate in an initial planning meeting with CIT staff (and DiVE staff, if relevant) during late 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 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 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** 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 projects which CIT may be able to support will be asked to complete Part 2 of the application (full application) by March 7, 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 preferred.

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 their department chair and with 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 exploratory projects is to invest in enhancements to teaching and learning which could be re-used and ongoing, and have the potential for a significant impact.

   The reviewers will also 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 applications must include the signature of the appropriate academic dean to indicate support, and projects with clear continuing financial support will be preferred. All full applications must include a two year budget projection (CIT funds can be requested for both years but applications indicating some departmental support at least in year two will be preferred).

What is the grant timeline?

- Initial Application Form due: ~~January 31, 2008, 5 pm~~ **Extended until 5 pm February 6, 2008**
- Review of applications, consulting and information gathering: January 31 – February 29, 2008

- Full Application Form and Signature Page(s) due from invitees: March 7, 2008, 5 pm**
- Review of completed proposals: March 7 – April 4, 2008
- Announcement of selected projects: by April 7, 2008
- Funds transferred to projects: end of April 2008
- Implementation of projects: between May 2008 and May 2010
- Presentations about projects: April 2009 or April 2010***
- Written report on projects submitted to CIT: May 2009 or May 2010***

*This date is somewhat flexible; CIT will begin reviewing applications on this date, and applications submitted on time will be given first priority for review and consultation.
**The due date for the second part of the applications is firm.
***Due dates for presentations and reports are dependent upon the planned project completion date.

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