

# Funding: CIT Incentive Grants, 2001

## Call for Proposals

**Dec. 8, 2000**  
**Duke University**  
**Instructional Technology Incentive Grants**  
**for the 2001-2002 Academic Year**  
**Proposals Due February 28, 2001**

Printable [PDF version](#) of this document

## Program Overview

Duke University is providing \$150,000 in incentive grants to encourage faculty to explore and develop creative applications of technology to address instructional needs. The Center for Instructional Technology administers these grants. Proposals are reviewed and selected by the Center for Instructional Technology advisory board. That advisory board consists of faculty from each school plus one representative each from the Office of Information Technology, the Library and the Center for Instructional Technology.

Proposals are due February 28, 2001. The CIT will announce the grant awards on April 27, 2001.

Detailed information about previous grant awards and other CIT grant programs is available at: <http://cit.duke.edu/funding/index.html>.

## How to submit a project proposal

### **1. Review the program guidelines and help materials.**

This call for proposals has detailed information and examples to help you plan your project and develop your proposal. Successful proposals will reflect use of the information provided to applicants through this document. If you would like to discuss your project idea with a CIT staff member, please use our [online email message form](#) to contact us and schedule an appointment.

### **2. Download the proposal outline and complete a draft of your proposal.**

Download a copy of the proposal outline and use it to develop a draft of your proposal. By preparing your proposal in this format, you will be ready to submit it via the online proposal form.

### **Draft Proposal Outline**

([editable Word format](#)) ([printable PDF format](#))

### **3. Submit your proposal online.**

Use the online submission form to send your proposal to the review committee. All proposals must be submitted via this web form, which will be available from this web page by February 5, 2001.

### **4. Submit the required signatures on the printed form.**

Download and print a copy of the signature page in Microsoft Word format. Send the printed form with signatures to Lynne O'Brien, Box 90193 (Room 223D Perkins library).

## Signature Page

([editable Word format](#)) ([printable PDF format](#))

**IMPORTANT NOTE:** Proposals that are incomplete, late, or lacking a signature page will not be reviewed. All proposals that receive funding will be publicly viewable on the CIT website.

## Who is eligible to apply for the grants?

All Duke University instructors including faculty, lecturers, graduate students, and staff with teaching responsibilities are eligible to apply.

## What types of projects may be funded?

Funds will be used to support two types of projects:

### A. Instructional Technology Adaptation Projects

Projects in this category should focus on creative use of existing technologies to improve teaching and learning. Applicants may request between \$1,000 and \$5,000 or a mixture of funding and special assistance. As an alternative to direct funding, projects may request dedicated help from professional staff of the CIT or other technical support groups for training, programming, resource development, and other project support. Proposals may focus on one course, on part of a course or on segments of several courses. However, priority will be given to projects which include multiple courses within a department or collaborative efforts across departments. Last year, 13 adaptation projects were funded through a combination of incentive grants and Dell FAST-start grants.

Projects in this category might include:

- converting materials in several courses to an online format with the assistance of a CIT student worker
- introducing new technology-intensive activities into a course with the help of an extra teaching assistant
- integrating research into teaching through use of hand-held PC's and data-gathering software
- purchasing new software and planning a series of activities for incorporating it into course plans
- enriching course materials with streaming audio or video using the CIT project studio equipment and a stipend for faculty time

### HELPFUL LINKS

#### Model Adaptation Projects

<http://cit.duke.edu/funding/resources.html#model-adaptation-projects>

### B. Instructional Technology Innovation Projects

Projects in this category should demonstrate highly innovative approaches to using technology to improve learning or serve as a model for using existing technologies to make fundamental changes in the approach to teaching a subject. Applicants may request up to \$50,000 in funds and services. Last year, three grants were awarded in this category, with amounts ranging from \$10,000 to \$35,000. Innovation projects should be ones that are likely to attract external funding or already have partial funding from other sources.

Projects in this category might include:

- developing new multimedia software tools for extensive use in one or more courses
- incorporating new technologies into an entire program or a major segment of the curriculum
- developing new digital scholarly information resources which can be used in multiple ways

**HELPFUL LINKS****Model Innovation Projects**

<http://cit.duke.edu/funding/resources.html#model-innovation-projects>

**How may incentive grant funds be spent?**

For both types of projects, the funds available from this program can be applied toward:

- Wages for student workers or teaching assistants directly connected to the project.
- Faculty stipends or graduate student support as justified by the project plan
- Payment to contract workers for programming, web development, and other technical services
- A Dell FAST-start student worker or dedicated project assistance from CIT staff in lieu of direct project funds.

**HELPFUL LINKS****Dell FAST-Start Program**

<http://cit.duke.edu/funding/resources.html#dell-faststart>

- Purchase of specialized hardware or software necessary for the project and not available through other university facilities.

**Funds may NOT be used for**

- standard desktop equipment and software.
- establishing new classrooms or labs or upgrading those facilities
- personal or departmental equipment purchase when other university facilities, such as the CIT project studio or the Cynthia Sulzberger Interactive Learning Lab, can be used.

**What obligations do grant recipients have?**

Grant recipients will be expected to maintain contact with the CIT and share information about their projects with the rest of the campus through participation in a project showcase event, by responding to a mid-year questionnaire and by writing a brief report at the end of the year.

**HELPFUL LINKS****Project Dissemination Events**

<http://cit.duke.edu/funding/resources.html#project-dissemination-events>

Individuals who receive funds to develop software or purchase software will be expected to allow other instructors at Duke to use the software in their classes. All project participants must comply with the Duke University Policy on Intellectual Property Rights.

**HELPFUL LINKS****Duke University Policy on Intellectual Property Rights**

<http://cit.duke.edu/funding/resources.html#intellectual-property>

Information about each project will be archived and made available for viewing via the CIT website.

**What are the criteria for selecting projects?**

The review committee will use the following criteria to select projects:

### **Innovative Use of Technology to Address an Instructional Need**

Proposals must include clear instructional goals and an explanation of how the project will accomplish those goals through a creative and appropriate use of technology. Applicants must include specific plans to use the project in at least one course during the 2001-02 school year.

#### **HELPFUL LINKS**

##### **Defining Project Goals and Choosing Appropriate Technologies**

<http://cit.duke.edu/funding/resources.html#defining-goals>

### **Broad and Continuing Impact**

Funds can be used for large or small classes, but preference will be given to projects that affect a large number of students, or involve more than one instructor, or are likely to stimulate interest and serve as a model for other instructors. Projects that are likely to continue after the funding ends or produce materials that are usable by other instructors are especially encouraged. Innovation projects must include a specific plan for disseminating project information to a broader audience and/or continuing the project beyond the 2001-02 school year.

### **Feasible Project Plan**

The review committee will consider whether the project is carefully planned, whether necessary personnel have been identified and whether the proposed timetable and outcomes of the project are realistic. Applicants should discuss their project ideas with technical support staff in their school to determine impact on school resources. Proposals should indicate that the project can be accomplished within the existing university infrastructure or indicate clearly what new facilities or systems will be needed. Projects must be ones that can be used in a course by the end of the 2001-02 academic year.

#### **HELPFUL LINKS**

##### **Project Planning Guidelines and Examples**

<http://cit.duke.edu/funding/resources.html#planning-guidelines>

### **Fit with School and/or Department Priorities**

Commitment from the school or department increases the likelihood that the project will be completed and used. All proposals require a signature from the department chair. Priority will be given to proposals which include statements of endorsement from the department chair, or other instructors within the department, or the dean. Support of University priorities: Preference will be given to projects that mesh with other University curricular goals, such as implementation of Curriculum 2000 or new priorities established in this year's university planning process.

#### **HELPFUL LINKS**

##### **University Planning Information**

<http://cit.duke.edu/funding/resources.html#university-planning>

### **Assessment**

The proposal must include a plan to measure accomplishment of the project's instructional goals.

#### **HELPFUL LINKS**

##### **Resources for Planning Assessment of IT Projects**

<http://cit.duke.edu/funding/resources.html#assessment>

**Budget**

Proposals should indicate clearly the total amount needed and provide a breakdown of expenses. The budget must be well justified based on the project plan.

**HELPFUL LINKS****Developing a Budget to Match Your Plan**

<http://cit.duke.edu/funding/resources.html#budget>

**Additional Support**

Innovation projects must have co-sponsorship OR have an explicit plan for seeking external funding as a way of continuing or disseminating the project. Matching funding is not required for Adaptation projects. However, proposals will be given priority if they identify additional support for the project through commitment of departmental resources, cooperative agreements with other departments or funding from professional organizations, foundations or other granting agencies. All sources of funding from other sources must be listed.

**What resources are available to use in planning or implementing an instructional technology project?**

See the extensive list of help documents and examples provided at the end of this document.

**HELPFUL LINKS****Complete list of project planning resources**

<http://cit.duke.edu/funding/resources.html>

**Application Process and Timeline**

Proposals due	February 28, 2001
Projects selected and recipients notified <b>NOTE:</b> If funds remain after May 1, 2001, proposals will be reviewed once a month and grants awarded until the funds are depleted.	April 27, 2001
Funds transferred to projects	June 1, 2001
Classroom implementation of projects	Fall 2001 or Spring 2002
Presentations about projects	throughout academic year 2001-02

Mid-year questionnaire about progress on project	December, 2001
Showcase event to demonstrate project results	late spring, 2002
Written report on projects submitted to CIT Advisory Board	June 15, 2002

## Proposal Format

An online proposal form will be available by February 5, 2001. [Individuals on the CIT mailing list will be notified when the form is ready. Other individuals can check the CIT grants 2001 funding page for a link to the form.] Applicants should submit a printed cover page with signatures to Lynne O'Brien, Box 90193. The full project proposal should be submitted electronically via the online form. Incomplete proposals will not be reviewed. All proposals that receive funding will be publicly viewable on the CIT website.