

Call for Proposals: Duke University Instructional Technology Incentive Grants for the 2002-2003 academic year

Call for proposals - **Feb 22, 2002**
Initial application forms due **March 22, 2002**

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Program Overview

Duke University is providing \$200,000 in incentive grants to encourage faculty to explore and develop highly innovative 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 Center for Teaching, Learning and Writing, the Office of Information Technology, the Library and the Center for Instructional Technology.

Applications are invited for projects for the 2002 - 2003 academic year.

There is a two-step process for submitting project proposals. Initial Application Forms are due March 22, 2002. CIT will invite full proposals based on information in the Initial Application Forms submitted. Full proposals are due April 30, 2002. The [Center for Instructional Technology advisory board](#) will review full proposals and select projects for support. The CIT will announce project awards on May 24, 2002.

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

What types of projects will be supported?

Projects must demonstrate highly innovative approaches to using technology to improve learning or use existing technologies to make fundamental changes in the approach to teaching a subject. Proposals must have a clear statement of educational impact and a well-defined process for assessing educational outcomes. Proposed projects should be likely to attract external funding or already have partial funding from other sources. Projects in this category might include:

- developing new 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

Here are a few examples of projects funded through CIT incentive grants in the past three years.

Henri Gavin and John Dolbow Civil and Environmental Engineering	WEAVE: Web-based Educational Framework for Analysis, Visualization and Experimentation	\$23,500	Develop a web-based instructional framework for synchronous, interactive visualization of remotely controlled experiments. Continuing funding requested from NSF.
Dan Gauthier and Mark Johnson Physics	Web Assign: A Web-based Instructional Tool	\$49,993	Development of software for distributing and grading problem sets in large Physics classes. Builds on past funding from Arts & Sciences. Continued funding requested from NSF.
Trudi Abel History & Center for Teaching, Learning and Writing	Digital Durham	\$33,000	Use materials in Perkins Library Special Collections to develop a digital archive and teaching materials for college and K-12 teachers. Funding from CIT, the Master of Arts in Liberal Studies Program, the Dean of Trinity College, and a private donor. Additional support comes from the Center for Teaching, Learning and Writing and the Department of History.
Elwyn Simons Biological Anthropology	Paleoprimatological Digital Teaching Library	\$18,302	Build a digital archive of an extensive fossil collection so it may be made broadly available for teaching and research. Continuing funding requested from NSF.
John Weistart Law School	Private Law and Public Interest Segments for a Video Casebook	\$35,000	Produce a DVD with video-based teaching materials for use at Duke Law School and other law schools. Joint funding by Duke Law School, external donor and CIT.
Nevin Fouts and multiple Fuqua faculty	Video Professor	\$23,000	Proof-of-concept pilot to understand the value to Fuqua and Duke of using multimedia capture,

Fuqua School
of Business

production, storage, and
distribution to facilitate
new forms of pedagogy.
Co-funding from Fuqua
School of Business.

Who is eligible to submit a proposal?

All Duke University instructors including faculty, lecturers, graduate students, and staff with teaching responsibilities are eligible to apply. Project leaders must be working full time at Duke for the 2002-03 academic year.

How may grant funds be spent?

Funds may be spent on:

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

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.

Note: Work on a project funded through this program falls under standard University policies on copyright, patents and royalties. (See <http://www.provost.duke.edu/IntelProp.pdf>)

What obligations do grant recipients have?

Instructors receiving support through this program will be expected to:

- participate in an initial planning meeting with CIT staff
- meet once in Fall 2002 and once in Spring 2003 with CIT staff to discuss progress on the project
- implement the project during 2002-03 academic year
- write a brief report summarizing project outcomes
- share information about the projects via a project profile (see <http://cit.duke.edu/profiles>) and through a campus presentation.

What are the criteria for selecting projects?

The CIT Advisory Board will review proposals based on the criteria shown below.

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.

The project must be likely to have significant impact in at least one of these ways:

- affects a large number of students, and/or
- involves more than one instructor, and/or
- serves as a model which can be generalized to other courses/departments.

Projects should be ones that will continue after the funding ends or produce materials that are usable by other instructors.

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. Projects must be ones that can be used in a course in the Fall 2002 or Spring 2003 semesters.

Fit with school and/or department priorities:

Commitment from the school or department increases the likelihood that the project will be completed and used. Proposals must include a clear statement of how the project supports department and/or school goals. All proposals require a signature from the department chair or academic dean.

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

If you would like to talk with a CIT staff member about a project idea, send email to cit@duke.edu. A variety of project planning resource guides are available on the CIT website at: <http://cit.duke.edu/resource-guides/index.html>.

What if I have an idea for a different kind of instructional technology project?

The CIT has a variety of options for helping faculty with instructional technology projects. If you need consulting, training, student worker assistance or project planning advice, email cit@duke.edu and a staff member will contact you. If you would like notification of future grant programs and instructional technology initiatives, join the CIT mailing list: <http://cit.duke.edu/cgi-bin/maillist.pl>

What is the proposal and project timeline?

Initial Application Form due	March 22, 2002
Invitation for full proposals	April 8, 2002
Full proposals due from those selected	April 30, 2002
Announcement of selected projects:	May 24, 2002
Implementation of projects	Fall 2002 or Spring 2003
Presentations about projects	Fall 2002 or Spring 2003
Written report on projects submitted to CIT advisory board	June 15, 2003

How do I submit a proposal?

There is a two-step process for submitting project proposals. The first step is to fill out the Brief Application Form below and submit it by **5 pm on March 22, 2002**. The form is available as a Word template, or a .pdf document.

- Download [Word version of application form](#)
- Download [.pdf version of application form](#)

Print the completed application form and **fax** to:
CIT Project Proposal
919-660-5923

Or **deliver** in envelope marked

CIT Project Proposal
Room 220 Perkins Library

CIT will invite full proposals based on information in the brief application forms submitted.