

Duke University Instructional Technology Incentive Grants Fall 2002 Call for Proposals for projects beginning in Spring 2003 or Fall 2003

Call for proposals - September 12, 2002
Initial Application Forms due October 28, 2002

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 that will begin in Spring 2003 or Fall of 2003 and be implemented in academic year 2003 - 2004 or 2004 - 2005.

There is a two-step process for submitting project proposals. Initial Application Forms are due October 28, 2002. CIT will invite full proposals based on information in the Initial Application Forms submitted. Full proposals are due February 3, 2003. [The Center for Instructional Technology advisory board](#) will review full proposals and select projects for support. The CIT will announce project awards in March, 2003.

Detailed information about previous grant awards and other CIT project support 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 some support from other sources.

We especially seek projects that involve multiple faculty within a department or school, will be used in several classes, will explore technologies not yet in wide use at Duke, are well planned, include departmental staff who will assist with technical development of the project and will result in models or information that can be utilized by other departments. Projects 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

View examples of [projects funded through CIT incentive grants](#) in the past three years.

View examples of [innovative projects at other schools](#).

Who is eligible to submit a proposal?

All Duke University instructors including faculty, lecturers, graduate student instructors, and staff with teaching responsibilities are eligible to apply. Project leaders must be working full time at Duke for the duration of the project.

How may incentive grant funds be spent?

Funds from this program can be applied toward:

- 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.
- Proposals may request dedicated consulting time from CIT staff as part of the grant; e.g., 25% of a CIT staff consultant for six months to help a school plan and implement a project.

Funds may **NOT** be used for:

- 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 Technology Lab](#) or the [Cynthia Sulzberger Interactive Learning Lab](#), can be used.

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 2003 and once in Spring 2004 with CIT staff to discuss progress on the project
- implement the project during 2003-2004 or 2004 -2005 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 educational goals and an explanation of how the project will accomplish those goals through a creative and appropriate use of technology. We are seeking projects that will make major changes to your curriculum or demonstrate a fundamentally different way of approaching teaching through the use of technology.

Broad and continuing impact:

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

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

Project proposals must indicate that the department or school is aware of the continuing costs of the project after the CIT funding ends. We are especially interested in projects that produce materials or models that can be used 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 have some component that can be implemented in at least one course no later than Spring 2005, and preferably earlier.

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 and indicate that the department or school is prepared to absorb the ongoing costs of the project after the CIT funding ends. 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.

What if I have an idea for project but it doesn't fit the funding guidelines?

The CIT has a variety of options for helping faculty with instructional technology projects. Information about other CIT project support programs is available at: <http://cit.duke.edu/funding/>

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	October 28, 2002
Invitation for full proposals	November 22, 2002
Full proposals due from those selected	February 3, 2003
Announcement of selected projects	March 3, 2003
Implementation of projects between	between Spring 2003 and Spring 2005
Presentations about projects	April 2004 or April 2005*
Written report on projects submitted to CIT advisory board	May, 2004 or May, 2005*

*depending on planned project completion date

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 5pm on October 28, 2002.

The form is available as a Word template or 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
fax: 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.