

## Strategic Initiative Grants Fall 2008 Call for Proposals, Part 2

**DUE DATE for application part 2: 5 p.m. October 27, 2008**

<i>Email completed application form to: cit@duke.edu with subject line “strategic initiative grant”</i>	<i>The due date for this final application is firm. CIT will inform you of the results of your application by December 2, 2008.</i>
---	---

### Before you write your proposal...

Before you write your proposal, review the full grant information ([http://cit.duke.edu/help/grants/strategic\\_grant.html](http://cit.duke.edu/help/grants/strategic_grant.html)) and the application form (below).

**Proposals must be complete and submitted on time in order to be reviewed.**

You have been assigned a CIT staff member(s) to assist you with preparation of this proposal. Please feel free to contact that person at any time during the process – please do not wait until the last minute because successful CIT grant applications usually require several consultations. If you aren't sure the name of your liaison, please send email to [cit@duke.edu](mailto:cit@duke.edu) and a staff member will contact you.

You can use as much space as you need to complete the sections of the proposal form. However, please be as concise as possible! Feel free to modify the pagination in the document to better fit your proposal layout.

*A note about signatures, letters of endorsement, and proposal review:*

If you wish to include letters of endorsement from any relevant persons, including other faculty directly involved in your project, IT staff, department administration, or deans, please have these letters faxed to CIT at 668-2578 by 5 pm Monday October 27, 2008. Such letters will be considered only if received by this time.

When submitting your proposal all persons listed as participants in your project (project leaders from section I, non-CIT project participants from section IV) must sign the signature page. Add signature lines as needed and fax to CIT by 5 pm Monday 10/27/2008.

Please talk with technology support staff in your school before you write your proposal so you can use their input in describing the resources available to you, ensure that your project can be accomplished within the technology infrastructure available in your school or at Duke, and can ensure continuing support for your successful project after the grant funding ends. Arts & Sciences faculty must discuss project proposals with Ed Gomes (Associate Dean, A&SIST) or his designee. Applicants from other schools should talk with the IT staff member who is in the best position to commit local technology support and resources for the project now and in the future.

As part of the proposal review process between 10/28/08 and 11/30/08, CIT will discuss your project proposal with relevant administrators and IT staff who have the ability to commit resources to or who would be impacted by your project, to be sure that they understand your project proposal and the resources needed to accomplish it, and that they agree to support your project. The specific administrators and IT staff deemed relevant will vary between applicants, based on the content of each final proposal, but grants will not be awarded without the support of these administrators. If you have questions about the grant review process, please contact [cit@duke.edu](mailto:cit@duke.edu).



## I. Project Information

### Project title

---

Provide a brief title that reflects the essence of your project.

### Project leaders

List the following information for each leader involved in the project.

*Project Leader and Key Contact for project*

Name:

School:

Department:

Status/ Rank (e.g., Associate Professor, Staff, Graduate Student, etc.):

Is this a full time position at Duke for the 2008-2010 academic years?  Yes  No (If “no” please explain)

Campus Mailing Address:

Office phone number:

Email Address:

Describe your role in this project, including your experience and preparation for this role:

*Project co-leader, if any*

Name:

School:

Department:

Status/ Rank (e.g., Associate Professor, Staff, Graduate Student, etc.):

Is this a full time position at Duke for the 2008-2010 academic years?  Yes  No (If “no” please explain)

Campus Mailing Address:

Office phone number:

Email Address:

Describe your role in this project, including your experience and preparation for this role:

## II. Project Goals and Assessment

Your proposed project should be designed to address a clearly identified strategic need(s) as described in the Duke Strategic Plan “Making a Difference” (see <http://stratplan.duke.edu/>), and have clearly articulated goals, achievement of which you can measure.

Describe your project in an abstract, including your project goals, student learning goals and planned project outcomes.

Identify which Duke strategic plan goal(s) this project directly supports (see the plan at <http://stratplan.duke.edu/>).

Tell us why we should fund your project (please use terminology understandable to those outside your discipline). Include:

- Why your project is important to your program, department or school’s educational vision.
- How your successful project will improve student learning and student outcomes.
- The rationale for choosing the particular technologies and methods you are proposing, compared to other possible methods and technologies.

Describe how you will be able to tell whether your project is a success and your project’s goals have been achieved. How and when will you measure project effectiveness (e.g., impact on student learning)?

*Note: applicants are invited to contact Yvonne Belanger, CIT’s Program Evaluator, for ideas and suggestions about evaluating the effectiveness of projects, prior to submitting the application (send email to [cit@duke.edu](mailto:cit@duke.edu).)*



### **III. Project Work Plan**

Identify the key tasks to be done, the timeline for doing them, and the finished product(s) that will result. Describe who will do each part of the project and approximately when you expect to have key components finished.

The Project Work Plan should reflect discussion with the assigned CIT liaison, with technology support staff in your school, with the other faculty involved in the project and with your department chair and dean as relevant.

The reviewers will consider whether your project is carefully planned and understandable as described, whether necessary personnel have been identified and whether the proposed timetable and outcomes for the project are realistic.



## IV. Project Support and Resources

### Project support requested from CIT

What support and resources are you requesting **from CIT** for your project (you may request support for up to a 2 year period beginning in January 2009)?

- Include monetary, consulting, equipment or software, intended use of existing Duke services, CIT staff assistance, CIT student assistance, training and other support needs. Be as detailed as possible, and include an explanation for each item.

**Please note:**

CIT grant funding may be requested for:

- Purchase of specialized hardware or software necessary for the project and not available through other university facilities.
- Wages for student workers or hourly staff 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 required Duke facilities.
- Other relevant project expenses or supplies.

Funds may NOT be requested for:

- Instructor salary or direct faculty stipends.
- Standard computing or teaching 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 campus or departmental facilities, can be used.

### Equipment, software, use of services and other non-personnel expenses

	Cost per unit	Total cost	Explanation and intended user(s)
List each item you are requesting on a separate row			
Add rows as needed.			
<b>TOTAL</b>			

### Personnel (include help needed from CIT staff here)

Project participant name or role	Currently available or to be hired?	Tasks this person will do and qualifications the person has or needs to do the task	Time devoted to project (hours/wk or total hrs for the project)	Estimated total cost (add narrative below to explain how calculated)
PERSON 1				
PERSON 2 (add rows as needed)				
<b>Total cost</b>				



### Resources needed and committed from department, school or external sources

List all other resources NOT being requested from CIT, which will be needed for this project. Include use of existing equipment, departmental or school personnel, purchase of project hardware and software, monetary support, etc. You may also describe non-financial resources such as expertise developed through earlier technology projects, resources for curricular initiatives already in place, faculty time to participate in the project, etc.

List the provider/manager of each resource and whether this resource has already been committed to your project.

Also list here grants from other organizations, special allocations from Deans, or other funding already designated for this project.

Resource/service/personnel needed	Amount/value  (give est. dollar value, or amount of time needed)	Explanation of use in your project	Manager/provider of resource	Agreement to commit resource?  (yes/no – has the manager agreed to commit this resource to the project?)
Add lines as needed				

### Future support needs from department, school or external sources

In order to continue this project after the CIT funding period ends (assuming the project is successful) what support and resources will you need from **other units**, from your **local IT support staff**, from your **department chair/dean**, or from **external sources**? Please discuss your support needs and expected sources of support with those who manage those support resources before submitting your grant proposal.

\*NOTE: For any personnel identified above as necessary to your project’s completion (from any source), please explain how you will continue to find funding for those personnel after your grant ends, OR make clear if that personnel is not needed to continue your successful project.

Resource/support/personnel needed	Amount  (If possible, give dollar value, or amount of time allocated)	Expected sources of support  (from where could the funds or resources be found to meet this need?)	Explanation/notes
Add lines as needed			



## V. Project Impact

### Courses or programs affected

For each course or academic program directly affected by this project, list the following information.

Course Number (note if N/A)	Course/Program Title	Semester offered and instructor name Spring 2009 / Summer 2009 / Fall 2009 / Spring 2010, etc.	Anticipated Enrollment
(Add rows as needed)			

If your project is likely to have an impact beyond these courses or programs, explain here.

### Fit with school and/or department priorities

Describe how your project is important to your school or department in any other way not already described above. If the project is related to other curricular efforts or is part of other changes taking place in your department or school, explain that here. Reviewers will also take into consideration any **letters of endorsement** you provide from your department chair, dean or other faculty. Those **must be** faxed by 5 pm Monday 10/27/2008 to 668-2578.

### Dissemination of project results

Describe how you plan to share your project results with a broader audience. For example, are there opportunities within your department or school for describing your project and its outcomes? Are there conferences in your discipline where you might present a paper describing the results of your project? Do you anticipate publishing any papers about your project?

## VI. Other Information

Describe any other information you would like to share with reviewers (optional).



## Center for Instructional Technology Strategic Initiative Grant Proposal Signature Page

**Fax to CIT at 668-2578 by 5 pm 10/27/2008**

Grant program description: [http://cit.duke.edu/help/grants/strategic\\_grant.html](http://cit.duke.edu/help/grants/strategic_grant.html)

**Project Title:**

**Project Leader's Name:**

*I, the project leader, will do the following if this project is accepted for funding:*

- Participate in an initial planning meeting with CIT staff during 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
- Implement the project in a course during the 2008-2009 and/or 2009-2010 academic year
- Write a report summarizing project outcomes
- Share information about the project via a project profile (see <http://cit.duke.edu/ideas/projects>) and through at least one campus presentation.

I understand that work on a project funded through this program falls under standard University policies on copyright, patents and royalties (see <http://www.provost.duke.edu/pdfs/IntelProp.pdf>).

\_\_\_\_\_  
Signature of Project Leader

\_\_\_\_\_  
Date

*I, a participant in the above project, will do the following if this project is accepted for funding:*

- Participate in an initial planning meeting with CIT staff during 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
- Assist with implementation and support of the project as outlined in the project proposal
- Assist the project leader as needed with a report summarizing project outcomes

I understand that work on a project funded through this program falls under standard University policies on copyright, patents and royalties (see <http://www.provost.duke.edu/pdfs/IntelProp.pdf>).

\_\_\_\_\_  
Signature of Project Participant

\_\_\_\_\_  
Date