

UNIVERSITY OF MASSACHUSETTS PRESIDENT'S OFFICE
Information Technology Council
Subcommittee on Academic Technology

Call for Proposals: Professional Development Grants

Proposals are being solicited from University of Massachusetts faculty and staff to demonstrate the use of electronic technologies and telecommunications to improve students' learning and enhance their academic experience. These grants promote academic developments and collateral activities that will:

- Encourage effective use of a variety of existing and emerging instructional technology tools by faculty.
- Advance the assessment of technology-mediated student learning outcomes.
- Disseminate best practices to other faculty to help them think about new ways of teaching students.
- Cross traditional academic disciplines and campus boundaries
- Advance the system's goal of delivering high quality academic instruction to the broadest possible constituencies without regard to geography.
- Demonstrate the marketability of courses, seminars and electronic tools beyond the individual campus and the University system.

Award:	\$4,000 - \$6,000 Typical Project Award \$8,000 - \$20,000 For Multi-campus Projects and Projects of Exceptional Merit
Proposal Deadline:	Friday, April 29, 2005 5 p.m.
Award Notification:	Friday, May 20, 2005

Each submission should describe a deliverable component using technology that will improve the academic experience of students. These grants are intended to encourage innovative uses of technology through pilot initiatives and will not provide funding for established initiatives.

Within the goals listed above, priority will be given to the following categories of proposals (examples are provided to indicate the general nature of each category's intent):

1. Exploring the use of leading-edge technology (e.g., tapping the features of tablet PC's)
2. Developing teaching innovations to take advantage of electronic technology (e.g., substantially revising a course or courses to capitalize on particular features of technology, such as WebCT Vista's tools for faculty and student interaction)
3. Enhancing infrastructure in support of effective teaching with technology (e.g., exploring standards and methods for electronic image and document management)

Preparing a Response for the Professional Development Grants

Proposal Format

The proposal should include a cover page with the information listed below and up to five pages (minimum of size 12 font) covering the remainder of the information about the project. Only the first five pages will be considered if more than five pages are submitted. Letters of support are not included in the five page limit.

1. **COVER PAGE** (not included in the 5 page limit)
 - Project Title
 - Principal Investigator and Title
 - Other Participants and Titles
 - Mailing Address, Electronic Mail Address, and Telephone Number of All Participants
 - Campuses and Disciplines involved
 - Total Amount of Funds Requested - please specify distribution by campus
Typical project award: \$4,000 - \$6,000
Multi-campus project or project of exceptional merit: \$8,000 - \$20,000
 - Concise project summary (limit 250 words)
 - Signatures of Investigator's Department Chair and Dean
2. **PROJECT NARRATIVE**

The project narrative should define the goals of the project and identify the methodology for achieving those goals. It should also describe how this project will support the goals of the Professional Development Grant program and how the experience gained from this project might be leveraged for external funding in future years.
3. **PROJECT DELIVERABLE**

A description of the project deliverable should be included. Past grant recipients have created such deliverables as multimedia courseware, distance learning courses, and World Wide Web sites for class material.
4. **DISSEMINATION OF PROJECT RESULTS**

Describe how the results of the project will be disseminated.
5. **PROJECT BUDGET**

All grant expenses must be detailed in this section and directly relate to production of the deliverable. The typical project award will be in the range of \$4,000 - \$6,000. Projects of exceptional merit may receive up to \$20,000. If this request is part of a larger project, please indicate how the remainder of the funds will be obtained or what portion can be accomplished with the requested amount. Your budget may include release time or outside funding provided written authorization from the appropriate campus official is included in your proposal. Project funding will be available in June 2005 and must be expended by May 2006.
6. **PROJECT TIMETABLE**

Identify key milestones in your project. The project must be completed and demonstrable by May 1, 2006. The final report is due by June 1, 2006.
7. **PRINCIPAL INVESTIGATOR, PARTICIPANTS AND QUALIFICATIONS**

Provide brief qualifications for the Principal Investigator and the primary contact person from each of the other campuses involved in the project. Identify other participants. All permanent UMass faculty and staff are eligible to apply as Principal Investigators for Professional Development Grants.

8. LETTERS OF SUPPORT

The following letters of support must be provided. **Please note that a proposal will be considered incomplete without the required letters of support and therefore will not be considered for an award.**

- All participants must provide a letter indicating their level of participation in the project. No participant will be considered part of the project without a letter of support.
- If the project deliverable is a distance learning course that will be available to other campuses, include a letter of agreement from each receiving organization (Dean or Department Head). If the course will be offered through a web-based distance learning program such as UMassOnline or the campus Continuing Education department, include a letter of support from the director of the organization.

Proposal Submission

Proposals must be received at the address listed below by **Wednesday, April 29, 2005 at 5 p.m.** Please allow for the delivery time of your medium to ensure that it arrives by the deadline.

Proposals arriving after the deadline will not be considered.

A copy of the proposal must be filed with the Provost of each campus involved in the proposal. The selection committee may consult with Provosts concerning campus priorities.

Submission Methods. We request that proposals be submitted via Email as an attachment in basic text or Microsoft Word format to umass.pdg@umassp.edu. In addition, the Cover Page, with its signatures, must also be sent via University Courier Service or other conventional mail carriers. You may choose to submit your entire proposal in this fashion. The mailing address is:

Information Technology Grant Proposals
Attention: Mark Schlesinger, Associate Vice President for Academic Technology
University of Massachusetts
225 Franklin Street 12th floor
Boston, MA 02110

Expectations for Recipients

In addition to the interim and final report, recipients are expected to participate in UMass-sponsored seminars, conferences or workshops with other award winners to describe their experiences and demonstrate their work.

Additional Information

A web site is available which provides information about current and past Professional Development awards and recipients.

<http://www.umassp.edu/itc/pdgrants/pdgrants.html>

For additional information, contact:

Mark Schlesinger, Associate Vice President for Academic Technology
President's Office
Telephone: (617) 287-7137
EMail: umass.pdg@umassp.edu