

REQUEST FOR PROPOSALS

Faculty Instructional Technology Initiative - 2009

I. Introduction

The goal of the Faculty Instructional Technology Initiative is to promote the creative development of more effective teaching strategies; to encourage diversification of teaching and learning styles; and to support faculty in their efforts to better prepare students for future learning and practice. The Initiative also provides an avenue to determine areas of faculty need unsupported by the current system.

II. Process and Timeline for Review of Proposals

- February 9, 2009: Request for proposals distributed
- March 2, 2009: Deadline for required Technical Feasibility Review form to be submitted to the Educational Technology Center. You can request a Technical Feasibility form by emailing ctltr-rf@mail.rochester.edu or you can fill it out on-line and print it out at: http://www.rochester.edu/college/ctltr/EdTech_Initiative/Feasibility_form.pdf
- March 31, 2009: Deadline for submitting completed Proposals to CTLTR
- April 1-10, 2009: Faculty committee reviews proposals
- April 13, 2009: Faculty committee recommendations to The College
- Late April 2009: Awards announced
- Summer or Fall 2009, Spring 2010: Project implementation

III. Eligibility

- Proposals will be accepted from all faculty or departments of The College. Faculty may submit joint proposals. Students may submit a proposal in collaboration with a faculty member.
- These grants are intended for course and faculty development. If you need hardware or software for the project, please indicate your needs on the feasibility form included in this packet. We will guide you in developing strategies for acquiring new hardware and software that may not be within the scope of this grant program.
- All submissions must include the Educational Technology Center's feasibility review. Please fill out the form found at: http://www.rochester.edu/college/ctltr/EdTech_Initiative/Feasibility_form.pdf and submit this form to the Educational Technology Center by March 2, 2009. Proposals will be reviewed to ensure that all aspects of implementation and support are consistent with the University's technology infrastructure. Staff may be in contact with you during the process to discuss feasibility issues.
- Educational Technology Center staff, other ITS staff and members of the CTLTR welcome discussions of ideas at an early stage. Please send CTLTR-RF@mail.rochester.edu a brief description of the kinds of things you want to discuss and we will contact you to arrange for a meeting with people who have the appropriate expertise to help flesh out your ideas.

IV. Projects and Resources

The Initiative is intended to enhance teaching with technology and faculty development in the area of educational technology use. Faculty may use Initiative funding in a number of ways that may include one or more of the following:

- To work with a mentor to acquire/enhance teaching technology skills.
- To hire a student to work on an instructional technology project.
- To support or initiate a workshop or seminar series (including invitations to outside speakers).
- To participate in off-site conferences at which instructional technology possibilities are explored.
- To acquire hardware/software necessary to incorporate a new technology-based technique in a course.
- To expand the usefulness and utility of an idea/project you may have piloted previously.

Note that discipline-specific conferences (e.g., American Association of Physics Teachers) often have sessions that would justify support under the rules of this program.

This year we are aiming to award grants between \$500 and \$3,000 each. A total of \$12,000 will be granted. For a summary of projects previously supported by Initiative grants, please see list at the following link:

http://www.rochester.edu/College/ctrlr/EdTech_Initiative/summary.html

For planning purposes, assume that a student employee earns \$10.00/hour.

V. Evaluation Criteria

The criteria for the evaluation of the Educational Technology Initiative proposals are listed below. These criteria reflect the belief that information technology can serve as a tool in teaching and learning processes.

Reviewers will evaluate the potential of the project to:

- Enhance instruction, e.g., focus on a “target” concept within a discipline.
- Build faculty expertise and/or contribute to curriculum development and support services.
- Serve as a model that can be generalized to other courses or disciplines.

VI. Project Reporting

Initiative grant recipients must submit brief implementation reports upon completion of the projects or by July 1, 2010. Where applicable, this report should include faculty evaluation of the end product and the development process. If appropriate, student reaction to the new technology should also be solicited and summarized for the report. Additionally, participating faculty are expected to share their experience through on-campus seminar forums.

VII. Proposal Format for Faculty Instructional Technology Initiative

Please include the following information in your proposal.

- a. **General Information.** Please fill out and print the form at:
http://www.rochester.edu/college/ctltr/EdTech_Initiative/Coverpage_form.pdf
or request a copy by emailing: ctltr-rf@mail.rochester.edu
- b. **Description of the project.**
 - Instructional problem and proposed solution.
 - Desired student goals and outcomes.
 - Potential impact on quality of learning.
 - Integration into the curriculum.
 - Evaluation approach: what will be measured, how and when.
 - Potential usefulness of this project to other groups.
- c. **Plan for support and integration by the department.**
 - Approximate timeline for project implementation.
 - Project support and potential expansion.
 - How the project will help meet the department's goals over a 3-year period.Please include a brief letter from the Chair indicating his/her endorsement of the project.
- d. **Resources/Budget.**
 - List required resources and priority order for activities.
- e. **Feasibility report signed by the Educational Technology Center.**
 - The feasibility submission form is available on-line at:
http://www.rochester.edu/college/ctltr/EdTech_Initiative/Feasibility_form.pdf

Please note that the deadline for submission of the feasibility form to the Educational Technology Center is March 2, 2009. Forms will be reviewed and returned in the order in which they are received. Please include your original form, along with the report produced by the Ed Tech Center with your final grant proposal.

For assistance in preparing your proposal, please send e-mail to CTLTR-RF@mail.rochester.edu and a consultant will contact you.

*Proposals can be e-mailed to: CTLTR-RF@mail.rochester.edu or sent via campus mail to:
Lisa Brown, Manager of Ed Tech Center, Information Technology Services
Rush Rhees Library G-138 – Box 270056*