

INSTRUCTIONAL TECHNOLOGIES DEVELOPMENT GRANT GUIDELINES WORKSHEET AND APPLICATION

The Instructional Technologies Development Committee (ITDC) makes funding recommendations to the Information Technology Division (ITD) for fall and spring semester grant projects related to the innovative and effective integration of technology into teaching and learning. The ITD grant program provides 3 hours reassigned time that can be used to foster teaching innovation.

Funding consideration is based on the following guidelines. Funding is to be awarded to applicants who adequately demonstrate that such funds will be used to make course instruction better and more effective in terms of meeting instructional objectives through the use of technology. Each applicant should consult with a member of the ITD Faculty Instructional Technology Center staff prior to submitting a proposal (Call 1.615.904.8189 to make an appointment). More specifically, careful consideration will be given to proposals directed at the following goals:

- Support the development of innovative technology-based resources for new or existing courses (Please Explain how your project will address this)

- Demonstrate creativity and innovation in integrating technology into the teaching/learning environment(Please Explain how your project will address this)

- Expand and improve instructor/student skills and knowledge related to the use of technology in learning(Please Explain how your project will address this)

- Specific goals unique to the proposal (Please Explain how your project will address this)

- Search through the MERLOT, the Multimedia Educational Resource for Learning and Online Teaching web site – www.merlot.org and locate any learning objects that could be used to enhance your project. Part of the project criteria states that you will also post your project on MERLOT. (Please Explain how your project will address this)

Funding is limited to the activities described above. It is necessary that the applicant clearly specify how the proposed project will meet the requirements outlined above. Grant funds are designed primarily to foster teaching innovation. They are not designed to supplement departmental budgets for routine instructional activities. Travel and equipment will not be funded with the grant.

Grant funds will be awarded only to full-time teaching faculty. _____ Yes, I am a full time faculty member.

To avoid potential conflict with other committees, applications must clearly reflect technology enhanced development projects primarily designed to enhance instruction and broaden an instructor's base of knowledge. _____ Yes, my project meets these criteria. (Please Explain)

Grant applications must be submitted on the current form, which may be obtained from the Information Technology Division (Cope Administration Building, Room 003), ITD-Faculty Instructional Technology Center (Telecommunications Building, Room 214), the Office of the Executive Vice President and Provost (Cope Administration Building, Room 119), or online at www.mtsu.edu/~oit/forms. One printed copy with signature page along with a digital copy in MS Word (on floppy disk or CD ROM) should be submitted to the Information Technology Division office (Cope Administration Building, Room 003) on or by the deadline date.

The Instructional Technologies Development Committee will review grant applications. Committee decisions are subject to approval by the Vice President for Information Technology and CIO.

Requirements for Completion of Grant

Faculty members receiving an Instructional Technologies Development Grant **MUST** complete the following activities to fulfill the funded grant obligations. Failure to meet any of the requirements without prior arrangements **MAY** impact the funding of future grant proposals by the recipient.

1. Consult with a member of the ITD Faculty Instructional Technology Center staff **prior to submitting a proposal**.
Have you done this? _____ Yes _____ No
Who did you meet with? _____
2. Attend a meeting with all current grant recipients and a member of the ITD Faculty Instructional Technology Center staff at the beginning and end of the semester to share ideas and accomplishments.
_____ Completed
3. Meet at least once with a FITC development team (Instructional Technology Specialist, Web Specialist) to discuss technology needs and plans. Agree to work with the

development team as the team deems appropriate throughout the grant process.

_____ Completed

4. Submit a progress report to the ITDC, department chair, dean of the college and the Vice President for Information Technology and CIO. Progress reports are due at the completion of the project or at the end of the grant period. These reports should describe the results of the project and assess its effects and implications. Progress reports will be published on the Instructional Technology Faculty Showcase web site (<http://www.mtsu.edu/~facshow>). Recipients are encouraged to include developed learning objects with their report for posting on the web site.

_____ Completed

5. Present at the Annual Fall Instructional Technology ShareFair

_____ Completed

6. Summit your project to MERLOT, the Multimedia Educational Resource for Learning and Online Teaching site – www.merlot.org

_____ Completed

In determining grant recipients, priority will be given to those applicants who have not previously received an Instructional Technologies Development Grant or Fellowship. When past grant and fellowship recipients are considered, priority will be given to those applicants who have not received a grant/fellowship within the last two years.

No funding is available to provide for consulting fees, clerical fees, travel, equipment, or supplies. If a project requires special equipment or training, the recipient is responsible for its acquisition.

Activities involving the incorporation of media developed by others such as videotapes, music, artwork, photographs and movies into a project may be in violation of copyright. Applicants who take this into consideration and develop a process for obtaining permission from the copyright holder will be given priority.

Grant applications that involve the development of technology-based instructional materials for use in the applicant's courses as well as related courses in the applicant's department are encouraged.

Applicants are encouraged to review examples of past proposals found on the Faculty-Showcase Web site (www.mtsu.edu/~facshow).

Revised February 2008

ITD GRANT APPLICATION

Fall or spring (circle one) _____ (year)
(to be filed with the Information Technology Division, Cope 003)

Name: _____ Date: _____
College: _____ MTSU Phone: _____
Department: _____
Project Title: _____

In the space below (and on additional sheets, if needed), outline the following:

I. PROJECT DESCRIPTION (including purposed and objectives of project, program design, procedures and methods, timeline for completing the project, etc.)

II. IMPLICATION FOR INSTRUCTIONAL ENHANCEMENT (including method of project evaluation, expected results, etc.)

Please include the following information from the Grant Guideline Worksheet.

- Support the development of innovative technology-based resources for new or existing courses (Please Explain how your project will address this)

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- Consult with a member of the ITD Faculty Instructional Technology Center staff **prior to submitting a proposal.**

Have you done this? _____ Yes _____ No

Who did you meet with? _____

Signatures of Approval

Applicant: _____ Date: _____

Dept. Chair: _____ Date: _____

Dean: _____ Date: _____

Note: All of the above signatures should be obtained by the applicant before the copies of the grant are made and submitted.

Committee recommendation: _____ Date: _____

Total funds authorized: _____ Date: _____

Comments: _____

_____ Date: _____

Chair, Instructional Technologies
Development Committee

_____ Date: _____

Vice President for Information Technology & CIO

Information Technology Division

(Revised 2/08)