

INSTRUCTIONAL TECHNOLOGIES INNOVATION GRANT

The Instructional Technologies Development Committee (ITDC) makes funding recommendations to the Information Technology Division (ITD) for projects related to the exploration of technologies as well as the innovative and effective integration of those technologies into teaching and learning. Proposals must include an original and thorough description of the project, a statement of the objectives, a discussion of the potential project benefits to be derived by the faculty member(s), students, and the University, an itemized budget, and a total funding request.

Funding is to be awarded to applicants who adequately demonstrate that such funds will be used to make instruction better and more effective in terms of meeting instructional objectives through the use of technology. Applicants 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, proposals will be evaluated on the following criteria:

The project:

- Supports the development of innovative technology-based resources for new or existing courses that make an important contribution to teaching/learning; resources that have the potential for being sustainable with wider teaching/learning application will be considered more favorably.
- Demonstrates creativity and innovation in integrating technology into the teaching/learning environment
- Expands and improves instructor/student skills and knowledge related to the use of technology in learning
- Has the potential for reaching large number of students, offering a more flexible approach to instruction that is better adapted to individual capacities and needs of students
- Is clearly defined, with goals and objectives that can be met in a timely manner given resources available.
- Requested funding is clearly detailed and itemized and appropriate to project objectives and activities.

The ITD grant provides funding for stipends, reassigned time, technical support and/or hardware / software / other resources essential to the project which must be clearly detailed in an included budget. Funding is limited to the activities described above. Grant funds are designed primarily to foster teaching innovation. They are not designed to supplement departmental budgets for routine instructional activities nor can recurring costs be included. All grant recipients are required to follow MTSU intellectual property, technology, administrative, inventory and fiscal policies.

Applications will be accepted from full-time tenure / tenure track teaching faculty, faculty groups and/or departments. Multi-disciplinary faculty teams are encouraged. 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. Funding amounts vary; typically ranging from \$2,000 to \$6,600 although larger requests may be considered.

Proposals are accepted in the fall semester, and again in the spring, dependent on availability of remaining funding. Grant applications must be submitted on the current form, which may be obtained from the ITD-Faculty Instructional Technology Center (Telecommunications Building, Room 214), The Learning, Teaching and Innovative Technologies Center (Walker Library 348), or online at www.mtsu.edu/itd/forms_itd.shtml. One printed copy with signature page along with a digital copy in MS Word should be submitted to the ITD-Faculty Instructional Technology Center (Telecommunications Building, Room 214), 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.
2. Meet at least once with an ITD FITC development team to discuss technology needs and plans. Agree to work with the development team as the team deems appropriate throughout the grant process.
3. Submit a final report to the ITDC, department chair, dean of the college and the Vice President for Information Technology and CIO. Email reports are due at the completion of the project. These reports should describe the results of the project and assess its effects and implications. 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.
4. Submit a final financial statement with itemization of expenses and balances making sure all charges have been submitted.
5. Give credit in any resulting presentations or publications as follows: This project was supported by a grant from the Instructional Technology Development Committee, Middle Tennessee State University.
6. Participate in the Annual LT&ITC Fall Faculty Fair

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

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

INSTRUCTIONAL TECHNOLOGIES INNOVATION GRANT WORKSHEET

The Instructional Technologies Development Committee (ITDC) is a university standing committee that makes funding recommendations to the Information Technology Division (ITD) for projects related to the exploration of technologies as well as the innovative and effective integration of those technologies into teaching and learning. Proposals must include an original and thorough description of the project, a statement of the objectives, a discussion of the potential project benefits to be derived by the faculty member(s), students, and the University, an itemized budget, and a total funding request.

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.

Applicants should use this worksheet in consultation 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).

- I. **Project Description:** Include: 1) Purpose and objectives of project, program design, procedures and methods, timeline for completing the project and support provided or anticipated by department, college or other resources, 2) Describe in as much detail as possible how the project will be developed 3) Describe how this project complements departmental, college or discipline-specific long terms plans.

- II. **Project Participants** (list full-time tenure / tenure track teaching faculty, faculty groups and/or departments involved in this project):

- III. **Innovation and effective Integration of Technology:** Explain how your project will demonstrate:
 - a. The development of innovative technology-based resources for new or existing courses that make an important contribution to teaching/learning. Indicate how the project has the potential for reaching large number of students, and for offering a more flexible approach to instruction that is better adapted to individual capacities and needs of students.

b. Creativity and innovation in integrating technology into the teaching/learning environment. (i.e. what is unique, new and/or different about how you will use instructional technologies?)

c. Expansion / improvement of instructor/student skills and knowledge related to the use of technology in learning

IV. **Funding request** (clearly detailed and itemized and appropriate to project objectives and activities). Possible itemized items: faculty stipend or reassigned time; student salaries; software; hardware; training resources (books, webinars, etc.); copyright approvals; graphic, multimedia or programming support, etc.

Item (include detailed specifications; attach documentation when warranted or available)	Justification	Cost(include purchasing information)
Total Funding requested		

V. **Project Evaluation:** (Describe plans for evaluating the project outcomes; how results will be communicated and how continuing plans will be implemented).

**INSTRUCTIONAL TECHNOLOGIES DEVELOPMENT COMMITTEE
GRANT APPLICATION**

Date of Submission: _____

Name(s): _____ Email Address: _____

MTSU Phone: _____

Department: _____

College: _____

Project Title: _____

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 - a. The development of innovative technology-based resources for new or existing courses that make an important contribution to teaching/learning. Indicate how the project has the potential for reaching large number of students, and for offering a more flexible approach to instruction that is better adapted to individual capacities and needs of students.

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SIGNATURES

Applicant: _____ Date: _____

Dept. Chair: _____ Date: _____

Dean: _____ Date: _____

Note: All of the above signatures should be obtained by the applicant before the copy of the grant application is submitted.

Committee recommendation: _____ Date: _____

Comments:

Chair, Instructional Technologies Development Committee

_____ Date: _____

Vice President for Information Technology & CIO Information Technology Division

_____ Date: _____