ITDC Innovation Grant Guidelines

The Teaching with Technology Committee (TWTC) (formerly the Instructional Technologies Development Committee) makes funding recommendations to the Information Technology Division (ITD) for projects related to the exploration of new technologies and/or the innovative and effective integration of existing technologies into teaching and learning - projects that can demonstrate improved and more effective course instruction in meeting instructional objectives with technology thus supporting student success.

Proposals MUST include an original and thorough description of the project, a statement of objectives, a discussion of potential benefits of the project to faculty member(s), students, and the University, a plan for assessing improved learning outcomes, and an itemized budget detailing the total funding request.

Evaluation Criteria:
The proposed 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, innovation, or a promising transformation of existing methods by integrating technology into the teaching/learning environment. The applicant should provide evidence of the level of innovation, be it at the departmental, University, regional, national, and/or discipline levels.
- 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
- Has clearly defined and measureable learning goals / outcomes
- Requested funding is clearly detailed, itemized, and appropriate to project objectives and activities. Other sources of funding must be disclosed to the committee. The committee reserves the right to withhold funds if another source of funding is acquired for the same resources.

Budget requests:
The budget must be clearly detailed with justification for each item requested. Funding is limited to hardware, software, and/or other resources essential to the project and faculty stipends (up to a maximum of $3000 per faculty). Partial funding may be awarded. Grant funds are primarily to foster teaching innovation. They are not designed to supplement departmental budgets for routine instructional activities. They cannot include recurring costs. Funding ranges are not pre-established and

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will be reviewed on a case-by-case basis dependent on the proposals submitted. Evidence of matching funding from departments or colleges is encouraged but not required.

All grant recipients are required to follow MTSU intellectual property, technology, administrative, inventory and fiscal policies. Applicants MUST consult with a member of the ITD Faculty Instructional Technology Center (FITC) staff prior to submitting a proposal to review the budget requests and confirm that needed infrastructure to accomplish the project is available or included in the budget. (Call #8189 to set up an appointment) All approved budget items MUST be processed prior to June 30th of the grant year. Any expenditures submitted after that date, will not be covered.

Submitting a proposal:
To avoid potential conflict with grants provided by other University committees, applications must clearly reflect technology enhancement and/or development. Proposals are accepted in the fall semester, and again in the spring, dependent on availability of remaining funding. Proposals must be submitted electronically and include a scanned grant application (www.mtsu.edu/itdacad/docs/ITDCGrantGuidelines.pdf) on or by the deadline date. Application materials are to be submitted to itdacad@mtsu.edu.

In determining grant recipients, priority will be given to those applicants who have not previously received an Innovation Grant. When past grant recipients are considered, priority will be given to those applicants who have not received a grant within the past two years. The Instructional Technologies Development Committee will review grant applications. Committee decisions are subject to approval by the Vice President for Information Technology and CIO.

Applicants are encouraged to review examples of past projects found on the Faculty-Showcase Web site.

Requirements for Completion of Grant:
Faculty members receiving an Innovation 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.

- Consult with a member of the ITD Faculty Instructional Technology Center (FITC) staff prior to submitting a proposal and at least once during the project implementation to assist with purchase requests and monitor progress.
- Submit a final report (template included in the application materials) to the ITDC, with copies to their department chair, dean of the college and the Vice President for Information Technology and CIO. Reports are due at the completion of the project or no later December 30th of the year awarded. 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
Recipients are encouraged to include developed learning objects with their report for posting on the web site.

- Submit a final financial statement with itemization of expenditures making sure all charges have been submitted.
- 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.
- Present at the Annual LT&ITC Fall Faculty Fair or Scholars’ Week

Timeline: Proposal Submission dates:
- Fall 2019 Grant Proposals Due: **October 1, 2019**
ITD Innovation Grant Application Form

Name: ______________________________________________

Date: ______________________

Department: __________________________________

College: ____________________________________________

MTSU Phone: ___________________

Have received a previous Innovation Grant: ___ Yes ___ No
If yes, please indicate Year and Past Project’s Title: ___________

Project Proposal:

Title: __________________________________________________

Abstract: (no more than one page)

Project Details: (Max of five pages)

I. Project Description (include purpose; objectives of project, program design, procedures and methods for assessing outcomes, timeline for completing the project, etc.)

II. Implications for instructional enhancement (include method of project evaluation, expected results, etc.)

III. Budget request (include item description, justification for each item, purchasing details (i.e. vendor information, ISBN numbers, model numbers, stipend requests, distribution of resources for collaborative proposals, etc.,)
Signatures of Approval (Include this page as a scanned document)

Applicant: ________________________________ Date: ________________

Dept. Chair: ______________________________ Date: ________________

Dean: _________________________________ Date: ________________

Submit electronically: itdacad@mtsu.edu
ITD Innovation Grant Final Report Template

Name: ______________________________________________

Department: _________________________________

College: ____________________________________________

Date Submitted: ______________________

Project Title: __________________________________________________

I. Description of project Implementation

II. Outcome Measurements

III. Plans for moving forward to sustain and share outcomes.