



Instructions for Applications for Proposals Academic Year 2009-2010

DEADLINE for Fall Proposals: October 5, 2009, 5:00 p.m.

DEADLINE for Winter Proposals: January 18, 2010, 5:00 p.m.

The eFellows Program supports and provides resources for tenure/tenure-track faculty and full-time lecturers to integrate technology into teaching / learning. Funding capabilities are made possible through the Information Technology Fee.

EFFECTIVE FOR PROPOSALS SUBMITTED IN 2009-2010: The maximum amount of an individual's proposal for materials / equipment / other direct project expenses, e.g., travel, that can be immediately disbursed cannot exceed \$2000. The remaining \$500 will be awarded to the successful funded proposal applicant once evidence is provided to the eFellows Committee through a written report that describes how the project was successfully implemented into the designated learning environment and disseminated to the University community. Proposal budgets can include funding levels at the following amounts:

| Type of Award | Maximum Funds for Materials / Equipment / Other Direct Expenses | Teaching / Learning Evidence / Dissemination | Total Funds Available Per Award |
|-----------------------|---|--|---------------------------------|
| Faculty-to-Faculty | \$6000 (\$2000 / award) | \$1500 (\$500 / award) | \$7500 (\$2500 / award) |
| Faculty-Student | \$2000 | \$500 | \$2500 |
| Course Design | N/A | \$500 | \$500 |
| General Education | \$2000 | \$500 | \$2500 |
| Faculty Collaboration | \$6000 (\$2000 / award) | \$1500 (\$500 / award) | \$7500 (\$2500 / award) |
| Technology Materials | \$2000 | \$500 | \$2500 |
| Focused Expertise | \$2000 | \$500 | \$2500 |

Priority for funding during academic year 2009-2010 will be awarded to proposals that focus on:

- **Faculty-to-Faculty:** Innovative projects that involve collaboration between faculty and/or lecturers to integrate technology into teaching, learning, or research where the results are directly disseminated into the classroom. A maximum of three applicants may collaborate on a single project. Each applicant must submit an individual application. The total complete budget for the collaboration can not exceed \$7500, and no applicant's complete budget can exceed \$2500;
- **Faculty-Student:** Innovative projects that involve collaborations / partnerships between faculty or lecturers and students to integrate technology into learning or research where the results are directly disseminated into the classroom. This type of project is for a single applicant who has a project that uses students in its implementation (design). The total complete budget for these awards cannot exceed \$2500;
- **Course Design:** Innovative projects that redesign face-to-face formatted courses into either hybrid/blended formatted courses. The total budget for these awards is \$500 per course, not to

exceed \$2500 that reflects five (5) different courses being redesigned within a given academic year;

- **General Education:** Innovative projects that involve integration of technology into the learning outcomes of a course that has been vetted into the General Education curriculum. The total budget for these awards is \$2500;
- **Faculty Collaboration:** Innovative projects that support collaboration between faculty or lecturers that utilize instructional technology across disciplines or departments / schools. A maximum of 3 applicants may collaborate on a single project with a total budget that does not exceed \$7,500 and each individual budget does not exceed \$2,500. Each applicant must submit an individual application;
- **Technology Materials:** Innovative projects that enable faculty to integrate instructional software or hardware (except for desktop and laptop computers) into courses or curriculum. The maximum budget for these awards is \$2500;
- **Focused Expertise:** Innovative projects that allow faculty to obtain services / consultation / training from individuals with expertise in a designated area of instructional technology, including conferences and workshops. The maximum budget for these awards is \$2500.

Proposal Guidelines

Submit three (3) hard copies of the full proposal, including the cover sheet located at the end of this document to the Bruce K. Nelson Faculty Development Center, 109 Halle Library, by hand delivery by the designated deadline. If you are not able to hand deliver these copies, please use U.S. mail (waive any signatures required for delivery if using U.S. mail) and email the Faculty Development Center (aavp_fdc@emich.edu) that you are mailing your proposal. Do NOT send these proposals through campus mail.

Deadline for Fall Semester Proposals: Monday, October 5, 2009, 5:00 p.m.

Deadline for Winter Semester Proposals: Monday, January 18, 2010, 5:00 p.m.

The eFellows Committee requires all applicants to submit their application online at the following Web address:

<http://merlyn.emich.edu/openconf-3-1/>

All proposals must be word-processed and the narrative should not exceed five (5) pages, excluding the department head / school director letter of support. Proposals must include the following information:

1. Cover page with name and signature of applicant submitting the proposal, campus address, phone number, email address, name and signature of department head or school director, name and signature of the college technology specialist assigned to the applicant's college; title of the project, categories of proposal, and amount of funding request;
2. A Narrative, not to exceed five (5) pages, that is well-developed and describes:
 - A. Course / Module Description (see Course Plan Template at end of this document) that includes:
 1. Student learning outcomes;
 2. Integration of technology into course and other student-centered learning;
 3. Assessment methods;
 - B. Project Description that includes:
 1. Project outcomes as related to:
 - a) Effectiveness of technology;
 - b) Effectiveness of student-centered learning;
 - c) Contribution to the scholarship of teaching;
 2. Assessment methods that will be utilized to determine if the expected project outcomes will be achieved;
 3. How outcomes will be analyzed and reported;
 4. How results will be disseminated to the University community;

3. In preparing your narrative, provide information about the course(s) or module(s) that you plan to enhance or redesign. You may use the Course / Module Plan Template or your own narrative, as long as all the components found in the Template are present. Your project description should be specific within for the award category you select. Please answer the questions in your award category:
- a. **Faculty-to-Faculty:** How was this project conceptualized? How many faculty members will be involved in this project, and what role(s) will they play in its design, implementation, and evaluation? How will this project support teaching and student-focused learning. If this will be a research project, state what question(s) will be investigated and describe how this research advances the use of technology in the scholarship of teaching and learning.
 - b. **Faculty-Student:** How will this project support student-focused learning or the scholarship of teaching and learning? How many students will be involved in this project and what role(s) will they plan in its design, implementation, and evaluation? What role(s) did students play in the conceptualization of this project? Will this project support other student-focused learning activities such as the Undergraduate or Graduate Research Symposia, Service Learning, or Honors program?
 - c. **Course Design:** Describe how you want to enhance or redesign your course(s) to integrate technology as a hybrid / blended formatted course. What concerns of elearning pedagogy are you addressing in your design? How will the design of this course support student-focused learning? How might you integrate the scholarship of teaching into this course redesign? Describe the course, what role this course plays in either a curriculum or as a service course to other curricula, what is the student population in this course and how will you address multigenerational learners? When is the course offered and when do you plan on implementing the redesign of this course? **Note:** If you are redesigning your course(s) into fully online courses, please contact Extended Programs and Educational Outreach at: <http://extended.emich.edu/> for honorarium available for the development and design of fully online courses.
 - d. **General Education:** Describe how you want to enhance or redesign your course into one that meets the learning outcomes of the General Education Program. Verify that the course, in its original format, has been vetted by the General Education Vetting Committee. How will the integration of technology into this course support student-focused learning and the scholarship of teaching? Describe the course, what is the expected student population in this course and how will you address multigenerational learners. Specify if this course will be offered with an online course management system.
 - e. **Faculty Collaboration:** How will this project support student-focused learning or the scholarship of teaching? How many faculty members will be involved in this project and what role(s) will they play in its design, implementation, and evaluation? How will this project foster collaboration through interdisciplinary or across curricula teaching? How was this project conceptualized?
 - f. **Technology Materials:** Specify what software, hardware, or media you need to purchase for this project. Outline why the purchase of these materials will assist in the integration of technology into your teaching and in student-focused learning. Is the purchase(s) of these materials aimed at a particular course or curriculum? Describe this course or the curriculum as to student population, what are the learning outcomes or program outcomes for the course or curriculum that will be enhanced through the use of these materials and when will the integration of these materials take place. Provide an itemized budget and specific description for each material requested. Provide a statement by your college instructional technology specialist that verifies that you have discussed this project with this individual, the college will support and maintain this equipment, and that there are no conflicts with any other hardware or software within the college or university. Please remember that eFellows funds cannot be utilized to purchase any desktop or laptop computers. Funds can only be utilized to upgrade standard Computer Refresh Program units.
 - g. **Focused Expertise:** Describe what expertise you want to acquire. Why do you think that this training will help you to integrate technology into your teaching and promote

student-focused learning? Is the training aimed at a particular course? Describe the course and student population. Describe where you know this training is available and provide details of the costs associated with this training. Differentiate if these services can be provided on EMU's campus or if outside consultants will be needed.

4. A detailed budget with projected costs of any materials that will be purchased using eFellows funds and if other funds will be made available to support this project. NOTE: additional / matching funds are not required, but must be provided if the materials to accomplish this project exceed the maximum funding level.

EFFECTIVE FOR PROPOSALS SUBMITTED IN 2009-2010: The maximum amount of an individual's proposal for materials / equipment / other direct project expenses, e.g., travel, cannot exceed \$2000 per proposal.

The remaining \$500 will be awarded to the successfully funded proposal applicant once evidence is provided through a written report that describes how the project was implemented into the designated learning environment and disseminated to the University community. Designate on the budget page of the proposal a line item titled "Teaching / Learning Evidence / Dissemination" and budget this line at no more than \$500.

See page 1 of these guidelines for specific funding levels for each category of award.

5. Describe your background in utilizing technology in teaching / learning. What type(s) of technology have you utilized in your teaching?
6. Describe your willingness to promote the use of technology with other faculty. Do you see an opportunity for other faculty members to benefit from your project? Why or Why not? How will you disseminate the outcomes of your project and the expertise gained from this opportunity?
7. Provide a statement of your commitment to comply with the conditions of the eFellows Program. Include in this statement your preferred method for dissemination of the results of your project to the University community. The preferred methods include: journal publications, presentations at T2R workshops, or presentations at Technovations Forums. Additional methods for dissemination may be discussed with Deborah Silverman, Chair, eFellows Program Committee and Associate Director of Technology at the Bruce K. Nelson Faculty Development Center. **Your project must include a specific method for dissemination of the results of your project.**
8. Provide a signed letter of support from your department head / school director that indicates support of this proposal and the willingness to receive into the department / school any equipment purchased through this award, as appropriate to your project. All equipment purchased through eFellows funds remains the property of Eastern Michigan University. Upon completion of your project, and, as a means to effectively utilize equipment purchased with eFellows funds, you and your department head / school director may receive a request to transfer it to another department / school for use by another faculty member as part of another eFellows proposal. It is the position of the eFellows Program to not purchase duplicates of equipment if the equipment is available on campus and is not being actively utilized. This includes the sharing of equipment such as Classroom Response System units (aka: clickers).

Submitting the Application Online

In addition to the three (3) paper copies of your application that are to be hand delivered or mailed via U.S. postal services, your application must be submitted to the eFellows Committee online using the OpenConf system. To submit your application proposal, please go to the following Web site:

<http://merlyn.emich.edu/openconf-3-1/>

Click "Submit a Paper" to create an account and upload your application. It may be in one of the following formats: .pdf, .doc, .html, .txt, .rtf. It is suggested that you utilize the .rtf format if you are using Microsoft Office 2007 Word or higher.

If you are not ready to upload a paper, you may do so at a later time. You may also edit your submission, re-upload, and view your paper once you have created your account. Your ID will be an incremental number, not a name. Passwords are able to be automatically reset. Note, your final online submission MUST match the content submitted to the Faculty Development Center.

The OpenConf system allows your submission to be reviewed by the Committee online and saves paper as well as 'shuffle time'. If you have difficulties in uploading your file or creating an account, please contact eFellows Committee member Randal Baier at rbaier@emich.edu or phone him at 487.0020, ext. 2401.

Program Conditions

Any full-time tenured or tenure-track faculty member or full-time lecturer is eligible to submit a proposal and, upon its funding, becomes an EMU eFellow.

All proposals must be received by 5:00 p.m. on Monday, October 5th, 2009 or Monday, January 8th, 2010, respectively and submitted electronically to <http://merlyn.emich.edu/openconf-3-1/>. No late submissions will be accepted.

The proposal is to be submitted for up to, but not exceeding, \$2,500 and must be complete and contain all required components. Exceptions to amounts of funding are:

- **Course Design:** The maximum award for Vista-based or e-Companion-based hybrid / blended course development is \$500 per course, not to exceed five (5) course redesigns within an academic year.
- **Focused Expertise:** Non-EMU staff can receive honorarium not to exceed \$500 per person. This honorarium will be awarded at the time of project completion. Individuals requesting focused expertise awards that utilize established campus resource experts will receive funding in the form of an honorarium not to exceed \$500 to the applicant. This honorarium funding will be awarded at the time of project completion.

Only one (1) proposal may be submitted by an individual faculty member during academic year 2009-2010.

Proposals must include a letter of support signed by the faculty member's / lecturer's Department Head / School Director that indicates support of the proposal and the willingness to receive into the Department / School any equipment purchased through the award. All equipment purchased with eFellows funds are assigned to the proposal recipient and remain the property of Eastern Michigan University. Once the project is completed, the equipment is to be inventoried within the department / school and must become available for use by any EMU faculty or full-time lecturer. This re-assignment must be reported to the Director of the Bruce K. Nelson Faculty Development Center.

All expenses and receipts MUST be submitted before December 18, 2009 (for fall semester proposals) and before May 1, 2010 (for winter semester proposals). Any expenses or receipts submitted after these dates will not be accepted for eFellows Program funding and will be the responsibility of the proposal recipient and the respective Department Head or School Director.

All recipients of funding agree to become an EMU eFellow and must take an active role in the activities of the eFellows Program and agree to meet the following terms and conditions:

1. Complete the project as stipulated in the proposal. If changes are necessary, the recipient will notify their assigned eFellows Committee mentor (specified in award letter) and submit a revised

proposal. NOTE: This may result in a decrease in the amount originally awarded to the proposal, based upon proposal alterations;

2. Complete and submit a written report to the eFellows Committee (for academic year 2009-2010 submit these reports to Deborah Silverman at deborah.silverman@emich.edu These reports should address the outcomes in learning / scholarship of teaching that were achieved from the project. This report is due no later than January 10, 2009 for any proposal funded during fall semester and by May 5, 2010 for proposals funded during winter semester of academic year 2009-2010;
3. You are encouraged to participate in the Faculty Development Center's T2R Workshops in August, 2010 or in one of the Technovations Forums during fall or winter semesters, depending on the completion date of the project. Details of the role the faculty member will play will be provided through the Faculty Development Center;
4. Participate in eFellows Program meetings, as appropriate and as scheduled throughout fall, winter, or spring semesters. This activity will provide you with an opportunity to meet other eFellows and foster collaboration among recipients to help you achieve your project outcomes.

Selection Criteria

The selection of proposals will be peer-reviewed by faculty, staff, and students with expertise in instructional technology and in accordance with the provided conditions and guidelines.

It is the goal of the program that the individuals selected to be eFellows represents a wide range of disciplines and technological expertise, and promote to the utmost student-focused learning and the scholarship of teaching at Eastern Michigan University.

The requested amount of funding within a proposal may be reduced in the selection process to optimize the number of awards that can be made within a funding cycle.

Applicants may query the Selection Committee if their project is not funded as to how to strengthen it for possible resubmission during a future call for proposals.

Once a proposal is funded, the applicant will be assigned a mentor from the eFellows Committee who will assist the applicant throughout the duration of the project to ensure that the project's outcomes are achieved.

Contact Information for Questions

For further information or questions regarding these guidelines and conditions, contact: Professor Deborah Silverman at Deborah.Silverman@emich.edu.

The eFellows Program is provided through a collaboration between the Bruce K. Nelson Faculty Development Center, the Division of Information Technology, and the University Faculty Council.



Application for Proposals

Academic Year 2009-2010

| | | | |
|---|--|---|--|
| Funding Cycle: | Fall 2009: _____ | Winter 2010: _____ | |
| Name, Credentials, and Rank of Applicant submitting Proposal: | | | |
| Complete Campus Address, including Department or School: | | | |
| Office Phone Number: | | | |
| Campus Email Address: | | | |
| Name and Complete Campus Address of Department Head / School Director: | | | |
| Title of Proposal: | | | |
| Category / Categories of Proposal: | <input type="checkbox"/> Faculty-to-Faculty | <input type="checkbox"/> Faculty-Student | <input type="checkbox"/> Focused Expertise |
| | <input type="checkbox"/> Course Design | <input type="checkbox"/> General Education | |
| | <input type="checkbox"/> Faculty Collaboration | <input type="checkbox"/> Technology Materials | |
| Amount of Funding Requested, not to exceed \$2500 and to designate \$500 within budget for 'teaching / learning evidence and dissemination': | | | |
| Signature of Applicant: <i>By signing this cover page, you verify that you hold a faculty / lecturer position that is eligible to apply for funds from the eFellows Program.</i> | | | |
| Signature of Department Head / School Director: <i>By signing this cover page, you agree to assume responsibility to support the applicant in completing this proposal and to maintain any equipment and software purchased through this proposal within this department's inventory of property.</i> | | | |
| Signature of College Technology Specialist: <i>By signing this cover page, you verify that you have reviewed this proposal and agree to support its implementation within your position as the technology specialist assigned to this college.</i> | | | |
| Date of Proposal Submission: | | | |

