eFellows

Proposal Instructions
Academic Year 2022-2023

DEADLINE for Proposals: Monday, November 21, 5:00 pm

Submit through InfoReady (https://emich.infoready4.com/)

The eFellows Program supports projects that integrate technology into teaching and learning.

Tenured/tenure-track faculty and full-time lecturers are eligible to apply. Previous awardees must wait at least one year before they may apply with a new project. A previously funded project is not eligible for a second eFellows award.

The Faculty Development Center (FDC) funds the program.

The goals of this grant program are to:

- Improve instructional practices
- Positively impact student learning outcomes
- Build a collaborative community for instructional activities

Two types of grants are available: **Individual** and **Team**.

Basic Funding Amount		Additional Matching Funding		
Award Type	Project Expenses	Dept. Match (if applicable)	eFellows Match (if Applicable)	Max. (incl. Matching)
Individual	Up to $3,000	Up to $500	Up to $500	$4,000
Team	Up to $5,000	Up to $1,000	Up to $1,000	$7,000

- Only new and novel projects will be considered. (Project requests for standard department laboratory/classroom equipment or software will not be considered).
- The intent of project expenses and matching funds is to cover piloting hardware, software, and technical services in an educational setting.
- If a College, Department, Foundation, or other funding agency commits to providing funding for the project (up to the limit above), then eFellows will award matching funds.

Application Instructions

A complete proposal (submitted via Competition Space) includes:

1. eFellows Project Summary Sheet
2. Project Description (outline below)

3. Project Budget (use form provided)
4. Acknowledgment from Department Head/School Director
5. Acknowledgment from the Department purchaser (the person making the P-card purchase).
6. Acknowledgment from the College Technology Specialist
7. (If applicable) Director of Environmental Health & Safety

Project Description (Maximum three pages in length)

- Includes the following sections as headings:
  - **Description of the project**
  - **Required resources –** Describe what the funds will pay for and how you will use those resources.
  - **Timeline –** Describe what the work takes place and when you will complete the project outcomes.
  - **Assessment plan –** Describe what kind of data you will collect to evaluate project outcomes.
  - **Technical support needs –** Describe any technical support needs you will require of your College Technology Specialist or other campus groups.
  - **Justification –** Describe how the project improves instructional practices, positively impacts student learning outcomes, addresses pertinent accreditation standards or guidelines, and builds a collaborative community for instructional activities.
    Long-term value – Describe how the project will have continued value to EMU instructional practices and can be adapted to changing conditions of instructional delivery (online, remote, face-to-face).
  - **Plan for disseminating results –** Describe how you will share your results with colleagues at EMU and beyond (at a minimum, awardees will share with EMU colleagues at a special Faculty Development Center sponsored workshop, we also urge sharing within departments and colleges).

Proposal Application/Budget

- Build your Project Budget in the Excel spreadsheet downloaded from Competition Space.
- Upload your completed budget with attachments of equipment quotes from vendors.

Acknowledgment of Support from your Department Head/Director

- This statement affirms support of the project, and, if applicable, confirms that the department or college will supply matching funds for the project. This can be a copy of an email or letter.

(If Applicable) Acknowledgment of Director of Environmental Health & Safety

- If applicable: if ordering anything potentially hazardous, (ex. 3D printers, lasers, etc.) a signature from the Director of Environmental Health & Safety is required. If you have any questions, please contact the eFellows chair, Michael McVey (mmcvey@emich.edu).

Acknowledgment of Department Purchaser

- This statement affirms the Department purchaser (usually an Administrative Assistant or Department Head/Director) understands that if the project is funded this person confirms they will be using their P-Card to make the purchase and will follow University policies for tax exemption and P-Card reconciliation. This can be a copy of an email or letter.

Acknowledgments of Support from College Technology Specialist

- This statement confirms that the department will accept equipment into the department inventory and assume ongoing support for it. This can be a copy of an email or letter.

How to Submit the Application

- Applications are due on **Monday, November 21st at 5:00 p.m.**
- The application will be available through *Competition Space* at https://emich.infoready4.com/
- The application system will allow you to download a copy of the proposal instructions and budget spreadsheet, as well as insert your contact information.
- Next, the application system will allow you to upload the following:
    1. Project Proposal (a three-page document – see above for guidelines)
    2. Project Budget (the completed budget spreadsheet)
- Acknowledgment emails or letters from 1) Department Head/Director, 2) Department Purchaser, and 3) College Technology Specialists.

Selection Criteria

- Proposals are peer-reviewed by eFellows Committee members in accordance with the application conditions and guidelines.
- The eFellows Committee (consisting of representatives from every college, Library, Technology Issues Committee, and Lecturers) strives to select projects that fulfill program goals and represent a wide range of disciplines and technological expertise.
- Projects may be funded in part or in full in order to optimize the number of awards that can be made within a funding cycle.
- Non-funded applicants are welcome to contact the eFellows Committee to receive feedback so they can improve a project proposal for resubmission in the next cycle.

eFellows Awardee Obligations

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:

- Complete the project as stipulated in the proposal. If changes are necessary, the recipient will notify their assigned eFellows mentor (specified in the award letter) and submit a revised proposal. NOTE: This *may* result in a decrease in the amount originally awarded, based upon proposal alterations;
- Complete and submit a written report to the eFellows Program Committee Chair (due about a year after award). These reports should address the outcomes achieved from the project;
- Participate in a Faculty Development Center (FDC)-sponsored workshop or seminar. Details of the role the faculty member will play will be provided through the Faculty Development Center;
- Participate, where possible, in irregularly convened eFellows meetings to meet other eFellows and foster collaboration among recipients to help you achieve your project outcomes;
- If you leave employment at the university, you are required to return equipment to the Faculty Development Center.

Contact Information

For further information or questions regarding these guidelines and conditions, contact Jeffrey Bernstein (jbernstei@emich.edu or 734-487-2530) or Michael McVey (mmcvey@emich.edu or 734-487-2760)