

## **EDUCATIONAL DEVELOPMENT COUNCIL**

2008-09 Application Guidelines for

### **Educational Development Grants**

Administered by the Center for Educational Development & Assessment

#### **OVERVIEW**

The WPI Educational Development Council (EDC) seeks to foster high quality and innovative education by providing funding for projects that enrich learning in classrooms, laboratories, and projects. The EDC has \$10,000 to fund worthy initiatives in FY09. Proposals for any amount will be considered, but in an effort to gain maximum impact from available funds, smaller proposals may more likely be funded than larger ones. Potential applicants should also consider two other internal grant programs. Course Redesign Technology Grants, coordinated jointly by the Academic Technology Center and the EDC, will be available again this year, and in general are the most appropriate venue for initiatives involving technology. Class of '57 Teaching Development Travel Grants are also available and are considered on a rolling basis.

#### **GOALS OF THE PROGRAM**

The EDC is interested in promoting innovative teaching, providing seed money for pilot projects that could strengthen proposals for external funding, supporting evaluation of ongoing or proposed innovations aimed at publication, and supporting professional development related to teaching and learning. This program does *not* fund routine updating of curricula or teaching methods.

Proposals in any area are welcome, but special consideration will be given to those that address areas of need identified by outcomes assessment, such as ethics in the curriculum, diversity and pluralism in the curriculum, development of a global perspective for all students, and writing in the disciplines.

EDC members will evaluate proposals for the innovativeness of ideas, educational soundness of the approach, scope of impact, potential for dissemination and/or external funding, and cost effectiveness. Because of the limited funds available, some worthy projects may not receive grants.

#### **ELIGIBILITY**

All WPI faculty and staff are eligible to apply. Collaborative projects among groups of instructors are especially encouraged.

#### **APPLICATION PROCEDURES**

Prospective applicants are encouraged to discuss their ideas with a member of the EDC (Profs. Kristen Billiar, Nancy Burnham, Chrys Demetry, Jill Rulfs, Melissa Castle '11) prior to proposal submission.

The deadline for receipt of proposals is January 15, 2009. Awards will be announced in D-term.

Proposals must contain:

- 1. Cover page (see attached)**
- 2. Budget form (see attached)**

Typical allowable costs include: (a) student and technician hourly wages (not tuition); (b) fees for an assessment/evaluation consultant; (c) supplies, software, and equipment; (d) travel; and (e) faculty compensation. Activity supported by the EDC may take place during a faculty member's regular academic year appointment, or during the summer period. Any faculty compensation will be funded as a stipend, not as payment for a fixed period of time. Evidence of cost-sharing, from personal, departmental, or other funds, would strengthen the proposal but is not essential.

### **3. Narrative**

The narrative should not exceed three single-spaced typewritten pages with 11 point or larger font. Use of headings is recommended. The narrative should discuss:

- (a) the scope of the problem to be addressed;
- (b) the objectives of the project;
- (c) a strong argument for the extent to which the project is both innovative and beneficial to WPI students;
- (d) relevant background (e.g., current literature, current practices, resources existing on campus or elsewhere that are applicable to the project);
- (e) the methods or procedures to be used;
- (f) the expected results and/or further directions that the project might take;
- (g) a plan for evaluating the results of the project;
- (h) a plan for dissemination and/or future funding of this work.

Incomplete proposals will be returned to the applicant without consideration by the EDC.

Proposals should be submitted electronically to [ceda@wpi.edu](mailto:ceda@wpi.edu) as a single file containing the cover page, budget form, and narrative. If signatures are not included in that document then a cover page with signatures should also be sent to CEDA by campus mail.

### **REPORTING REQUIREMENTS AND GRANT CONDITIONS**

Grantees are responsible for consulting with WPI's Institutional Review Board (IRB) to determine if the project involves human subjects and constitutes exempt or non-exempt activity.

At the conclusion of the funded project, and on or before the due date agreed upon between EDC and the principal investigator, the PI must submit a written report that clearly documents the outcomes of the project and how EDC funds were expended. All award recipients will be required to present the results of their project at a faculty luncheon (or its equivalent), to be arranged by CEDA upon completion of the project.

EDC may, at its discretion, request from grantees sufficient follow-up information to allow inference of longitudinal effects, such as impacts on students, project dissemination, and success in acquiring outside funds.

All funds unexpended by the deadline reporting date will be returned to the EDC for redistribution the following year. Extensions must be requested in writing.

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PROPOSAL COVER PAGE

Names and Titles of Applicants (designate one PI):

Department(s):

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Title of Proposal: \_\_\_\_\_

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Course(s) or Projects Affected: \_\_\_\_\_

\_\_\_\_\_

Approximate Number of Students Affected Annually: \_\_\_\_\_

Total Support Requested: \$ \_\_\_\_\_

Requested Starting Date and Duration of Project: \_\_\_\_\_

**CERTIFICATION**

I agree to abide by the conditions in the guidelines if an award is made.

Signature(s) of Applicants(s)

Date

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**ENDORSEMENT**

Signature of Department Head

Date

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BUDGET FORM AND JUSTIFICATION

Student/technician support (specify time period and activities)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Travel (specify and justify)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Supplies, software, equipment (specify and justify)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Assessment/evaluation support (explain)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Faculty compensation (specify individual(s) and time period)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Other costs (itemize)

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Total**     \$ \_\_\_\_\_

\*Please attach an additional Budget Justification sheet if necessary to provide additional detail.