



UWW ORSP DEADLINE: 15 DECEMBER 2006

2006-2007 SCHOLARSHIP OF LEARNING AND TEACHING (SOTL) LESSON STUDY TRAINING PROGRAM

UNIVERSITY OF WISCONSIN-WHITTEWATER GRANT APPLICATION PACKAGE

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University of Wisconsin-Whitewater Office of Research and Sponsored Programs (ORSP) Intramural Transmittal Form. ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

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Proposal Development and Submission Instructions. Each University of Wisconsin-Whitewater grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

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Grant Program Forms. Each University of Wisconsin-Whitewater grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

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Additional Proposal Development and Submission Resources. University of Wisconsin-Whitewater grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ORSP provides administrative oversight for the faculty/staff review committees responsible for each program and can provide member lists upon request.

DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu
SUSAN FRIEDMAN, Grants/Process Specialist, 262-472-5212, friedmsm@uww.edu
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UNIVERSITY OF WISCONSIN
WHITWATER

RSP APPROVAL & CERTIFICATION
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

FUNDING COMPETITION INFORMATION Deadline:		RSP USE ONLY		ID:
1. Sponsor & Program:		Date Submitted:		
2. Address:		Number of Copies to Sponsor (original +)		
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A		
4. Web:		GT Proposal Entry:		GT Award:
PROPOSAL INFORMATION				
5. Principal Investigator:		5a. Department/Division/Institution:		
5b. Address:		Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:		
6b. Address:		Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:		
7b. Address:		Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:		
8b. Address:		Phone:	Fax:	Email:
9. Project Title:				
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		AWARD INFORMATION – RSP USE ONLY <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT		
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA#)		
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To		
13. Begin Date End Date		Total Award Begin Date End Date		
REQUIRED CLEARANCES – Does the project involve:				
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?		Approval is: (choose one)		
15. use of human subjects, human tissue or vertebrate animals?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending		
16. action involving space, remodeling, or construction?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending		
17. hiring non-UWW personnel?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending		
18. creation of new degree programs or services?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending		
19. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending		
REQUIRED SIGNATURES				
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		PLEASE RETURN FORM TO RSP		
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.		SIGNATURE		DATE
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)		TYPED NAME:		
DEPARTMENT CHAIR/UNIT DIRECTOR		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code ____-____-____ in the amount of \$____ or via in-kind contributions as described in the budget (narrative).		TYPED NAME:		
COLLEGE DEAN/DIVISION DIRECTOR(S)		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code ____-____-____ in the amount of \$____ or via in-kind contributions as described in the budget (narrative).		TYPED NAME:		
<i>Student Affairs applicants must secure the signature of the Assistant Chancellor and Deputy Assistant Chancellor in this cell. Applicants submitting proposals including an international component must secure the signature of the Director of International Education and Programs in this cell.</i>		TYPED NAME:		
RESEARCH AND SPONSORED PROGRAMS CERTIFICATION		SIGNATURE		DATE
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.		TYPED NAME: DENISE EHLEN		
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:		



UNIVERSITY OF WISCONSIN-WHITWATER
RESEARCH AND SPONSORED PROGRAMS

13 November 2006

**2006-2007 SCHOLARSHIP OF TEACHING AND
LEARNING (SoTL) LESSON STUDY TRAINING GRANTS
CALL FOR PROPOSALS**

SUBMITTED/AUTHORED BY
Denise Ehlen, (262) 472-5212, ehlend@uww.edu

OVERVIEW

The University of Wisconsin-Whitewater Scholarship of Teaching and Learning (SoTL) Lesson Study Grants is a companion program to the University of Wisconsin System Office of Professional and Instructional Development (OPID) program supporting grants of up to \$1,500 for small teams of instructors to engage in *lesson study* during 2007.

In lesson study a small group of teachers jointly designs a class lesson and explores how it affects student learning and thinking. Although the focus is a single lesson, instructors question, examine and reflect on the entire teaching and learning process. The lesson study culminates in a scholarly report that describes the lesson, explains student performance and recommends how to further improve the lesson. (See *More about Lesson Study* on the following page.)

EXPECTATIONS

Teams will receive training and support to conduct a lesson study during the year. Grant recipients will be expected to

1. Participate in three (3) training activities—a start-up tutorial or workshop to learn how to do lesson study that will be held at the University of Wisconsin-Whitewater on the afternoon of Wednesday 17 January 2007, a mid-year review, and a tutorial about writing the final report.
2. Carry out a lesson study in which your team produces one research lesson. The team designs, teaches, studies and revises the lesson and then the following semester teaches, studies, and revises the lesson a second time.
3. Document your lesson study in an online scholarly report.
4. Team members complete 2-3 short data collection instruments during the year as part of an ongoing study of the project.

ELIGIBILITY

Whitewater faculty and teaching staff with at least .50 FTE appointments are eligible to apply. Faculty and staff who received a 2006 or 2007 UW System OPID Lesson Study Grant are **not** eligible for a 2006-2007 UW-Whitewater SoTL Lesson Study Training Grant. Applications must be submitted by a lesson study team, i.e., 3-6 individuals who intend to do a lesson study together during the academic year. Faculty/staff may participate in only one team per academic year

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2237 Andersen, 800 West Main Street
Whitewater, WI 53190



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Fax: 262.472.5214
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TIMELINE

Proposal deadline	15 December 2006
Grant notification	22 December 2006
Team takes part in Start up training (self-guided tutorial or workshop)	Wednesday 17 January 2007 Esker Hall, Room 108 UW-Whitewater 12:00-4:00 pm
Team starts lesson study	By Spring semester 2007
Team completes Mid-year Review	Spring or Summer 2007
Team completes lesson study	By end of Fall semester 2007
Team completes self-guided tutorial for Writing the Final Report	Fall 2007
Team submits Final Report	Deadline 1 February 2008

SELECTION AND SUBMISSION

A faculty/staff panel comprised of representatives from the UW-Whitewater LEARN Center, the Office of Research and Sponsored Programs, and the Whitewater Teaching Scholars Program will review the proposals and make award selections. The campus' OPID representative will serve as chair of the panel. Because funds are limited, we may not be able to fund all proposals.

Submit your proposal by email to Denise Ehlen, Director of the Office of Research and Sponsored Programs, ehlend@uww.edu.

MORE ABOUT LESSON STUDY

Lesson study is a professional development activity in which a team of instructors jointly plans, teaches, observes, records, evaluates and refines a single class lesson, called a "research lesson." Although the focus is a single lesson, instructors question, examine and reflect on the entire teaching and learning process. The lesson study culminates in a scholarly product that describes the lesson, explains student performance and recommends ways to further improve the lesson.

Lesson study is a method for teaching improvement and for doing the scholarship of teaching and learning. Instructors who participate in lesson study have multiple opportunities to examine and reflect on their practice, and the team documents its work so that it can be reviewed and used by others.

What teams actually do in a lesson study; the major steps in the lesson study cycle.

- Decide on a course and topic for the lesson.
- Formulate goals for student learning and development.
- Design a lesson that addresses the goals.
- Design a procedure to collect evidence of student learning and thinking during the lesson.
- Teach, observe and record the lesson. One member of the team teaches the lesson (at its regularly scheduled time in the course). Other team members attend the lesson to observe and collect data.

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- Analyze the evidence and revise the lesson. The team examines its data (e.g., observations, student work, etc) and revises the lesson.
- Repeat the cycle. The team teaches, observes, and videotapes the revised lesson, usually the following semester. Teams videotape the research lesson the second time it is taught.
- Analyze the evidence and make final revisions. The team examines its data and makes final revisions in the lesson.
- Document the lesson study in a final report. The team writes a final report that describes the lesson, explains student performance and suggests how to improve the lesson.

In the Lesson Study Project, teams generally complete a lesson study over a period of two semesters. Teams differ in the number of times they meet but in the first semester, a team might meet 4-6 times to plan the lesson and the study, and then 1-3 times after the lesson is taught to analyze and revise the lesson. In the second semester the team teaches the revised lesson and then meets several times to analyze the data and write the final report.

Learning to do lesson study.

There are three training activities for teams during the year:

1. Start-up Training Tutorial (or workshop). Teams participate in a self-guided tutorial on how to do lesson study (approximately 2-3 hours). Bill Cerbin, University of Wisconsin-La Crosse, will lead the Start-up Training Tutorial at the University of Wisconsin-Whitewater on Wednesday 17 January 2007 from 12:00 to 4:00 pm in Esker Room 108. Participation in this tutorial is required.
2. Mid-year Review. Teams submit a progress report at mid-year. Bill Cerbin and/or UW-Whitewater LEARN Center faculty/staff will provide feedback on each lesson study. The review takes place via email.
3. Final Report Tutorial. Teams participate in a tutorial about how to write and submit the final lesson study report. See <http://www.cfkeep.org/html/gallery.php?id=75749626546865> for samples of completed online reports.

Additional questions?

Visit the Lesson Study Project website for additional information about lesson study, www.uwlax.edu/sotl/lsp.

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**2006-2007 UNIVERSITY OF WISCONSIN-WHITEWATER
SoTL LESSON STUDY TRAINING GRANT PROPOSAL**

Proposal Deadline
15 December 2006

Submit proposal narrative via email to
Denise Ehlen (ehlend@uww.edu)
Director of the Office of Research and Sponsored Programs (ORSP)

Applicants must also submit a signed hard copy of the
ORSP Intramural Approval and Certification Form to
the Office of Research and Sponsored Programs by 15 December 2006.

Teams may request up to \$1,500 per team. Teams must include at least three members. Funds may be used for stipends, travel, supplies, expenses, and/or videotaping.

- 1. Lesson Study Team Members.** (Teams must include a minimum of three members. There is no maximum number.)

NAME	CURRENT POSITION/RANK	YEARS COLLEGE TEACHING EXPERIENCE	INDICATE WHETHER TENURED	EMAIL
				@uww.edu
				@uww.edu
				@uww.edu
				@uww.edu
				@uww.edu
				@uww.edu

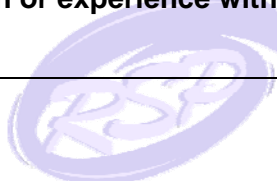
- 2. Identify one member of the team who will serve as the contact person for the grant.**

- 3. Why do you want to participate in lesson study? What do you hope to get out of the experience?**

- 4. Describe the anticipated focus of the team's lesson study (e.g., course, topic, learning problems, teaching challenges)**

- 5. Describe any background in or experience with lesson study among team members.**

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6. Do you foresee any circumstances or conditions that might interfere with the team's ability to carry out the project and complete the lesson study in the specified timeframe?
7. Teams are asked to videotape the research lesson when it is taught the second time and encouraged to submit short video clips from the lesson in the final report. The clips may be used to illustrate interesting features of the lesson or student learning or to overview the entire lesson. Describe the services available on your campus to film and edit the video of your research lesson.

Budget Summary

Supplies and Expenses	
Videotape and Edit the Research Lesson ¹	
Travel	
Stipend(s)	
Other	
TOTAL	\$1,500

Grants may not exceed \$1,500 per team.

¹ Grant recipients are asked to videotape the research lesson when it is taught the second time. On some campuses there is a fee to videotape in the classroom and to edit the tape. Estimate the costs to film and edit the video (i.e., the final video clips will be short segments of several minutes. For examples of short video clips see <http://www.cfkeep.org/html/gallery.php?id=75749626546865>)