



## UWW ORSP DEADLINE: OPEN

# LEARNING TECHNOLOGY DEVELOPMENT COUNCIL (LTDC) EMERGING TECHNOLOGY PILOT GRANT PROGRAM

# INTRAMURAL GRANT APPLICATION PACKAGE

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**University of Wisconsin-Whitewater Office of Research and Sponsored Programs 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.

X

**Proposal Development and Submission Instructions.** Each University of Wisconsin 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.

X

**Grant Program Forms.** Each University of Wisconsin 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>).

X

**Additional Proposal Development and Submission Resources.** University of Wisconsin 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. ALL proposals must be submitted to ORSP. Grants submitted to directly to System or Extension may not be reviewed.*

DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu

CASEY LEMMON, Research Services Specialist, 262-472-5212, lemmoncc07@uww.edu





UNIVERSITY OF WISCONSIN  
WHITWATER

R S P I N T R A M U R A L  
A P P R O V A L A N D  
C E R T I F I C A T I O N  
T R A N S M I T T A L



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

<b>FUNDING COMPETITION INFORMATION</b>		<b>RSP USE ONLY</b>	
1. Sponsor: <input type="checkbox"/> UW-Whitewater <input type="checkbox"/> UW System <input type="checkbox"/> UW-Extension <input type="checkbox"/> Other		Sponsor Deadline <input type="checkbox"/> R <input type="checkbox"/> P	
2. Funding Program:		RSP Deadline Date Submitted	
3. Fiscal Year <input type="checkbox"/> 2007-2008 <input type="checkbox"/> 2008-2009 <input type="checkbox"/> 2009-2010 <input type="checkbox"/> 2010-2011		Initials ADC/ASDG <input type="checkbox"/> Y <input type="checkbox"/> N	
4. Mailing Instructions <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Overnight Delivery <input type="checkbox"/> Internal Routing <input type="checkbox"/> First Class US Mail <input type="checkbox"/> Hand Deliver		Number of Copies to Sponsor (original +) 1 Copy to RSP and Provost (if System)	
<b>PROPOSAL INFORMATION</b>			
5. Principal Investigator		5a. Department and Division/Institution	
6. Co-Investigator		6a. Department and Division/Institution	
7. Co-Investigator		7a. Department and Division/Institution	
8. Co-Investigator		8a. Department and Division/Institution	
9. Co-Investigator		9a. Department and Division/Institution	
10. Project Title			
11. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		<b>AWARD INFORMATION – RSP USE ONLY</b> <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT	
12. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal	
13. Match Information		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To	
14. Begin Date / / End Date / /		Total Award Begin Date End Date	
<b>REQUIRED CLEARANCES – Does the project involve:</b>		<b>Approval is: (chose one)</b>	
15. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
16. use of human subjects or human tissue?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
17. use of vertebrate animals?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
18. action involving space, remodeling, or construction?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
19. hiring non-UWW personnel?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
20. creation of new degree programs or services?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
21. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Attached	
<b>REQUIRED SIGNATURES</b>		<b>PLEASE RETURN FORM TO RSP</b>	
<b>PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR</b>		SIGNATURE DATE	
I certify that the plan detailed in the proposal 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. 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.			
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)		TYPED NAME:	
<b>DEPARTMENT CHAIR/UNIT DIRECTOR</b>		SIGNATURE DATE	
I certify that I have reviewed the proposal 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:	
<b>COLLEGE DEAN/DIVISION DIRECTOR(S)</b>		SIGNATURE DATE	
I certify that I have reviewed the proposal 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:	
<b>RESEARCH AND SPONSORED PROGRAMS CERTIFICATION</b>		SIGNATURE DATE	
By signing this transmittal, I certify that this proposal is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.			
INITIAL HERE TO APPROVE GRANT ACCEPTANCE:		DATE:	
		TYPED NAME: DENISE EHLEN	

UW SYSTEM LEARNING TECHNOLOGY  
DEVELOPMENT COUNCIL (LTDC)

EMERGING TECHNOLOGY PILOT  
GRANT PROGRAM

**SPECIAL NOTE**

Applicants to the LTDC Emerging Technology Pilot Grant Program are encouraged to coordinate proposal development with the University of Wisconsin-Whitewater LTDC Council representative Veronica Telfer (x1004, [telferv@uww.edu](mailto:telferv@uww.edu)).

Contact Denise Ehlen (ehlend, x5212) with additional questions.



Office of Learning and Information

Technology

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Madison, Wisconsin 53706-1557  
Phone: (608) 265-3095  
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<http://www.uwsa.edu/olit/>



## **2008-2009 Emerging Technology Pilot Grant Program: Enhancing Teaching and Learning with Technology**

### **Request for Proposals**

The UW System Administration and the Learning Technology Development Council (LTDC) seek proposals for:

- projects that will advance the innovative use of technology for teaching and learning, and/or
- projects related to faculty and instructional development in the effective use of technology in teaching and learning.

Funding will support single institutional or collaborative multi-institutional projects.

### **Program Overview:**

- The goal of this grant program is to support projects that investigate emerging technologies and creative uses of existing technologies in a timely manner, to distribute these findings promptly, and to support other University of Wisconsin campuses in their efforts to adopt these technologies.
- Proposals must be initiated and led by the University of Wisconsin campus LTDC rep or faculty or academic staff working closely with their LTDC rep. All proposals must include the campus LTDC rep in a significant, meaningful role, if not as the PI. This ensures that the project stays within the desired guidelines, communication is open and ongoing, results are quickly disseminated to the rest of the LTDC, and other campuses interested in this new technology can get support from the previously funded LTDC member.
- Proposals may be submitted at any time in the fiscal year or prior to the start of the fiscal year in which the project will run. There is no deadline for proposals as long as funds can be spent within the fiscal year. Projects cannot span fiscal years. Fiscal years run from July 1 to June 30.
- Proposals will be evaluated when they are submitted or within a reasonable time as determined by the LTDC Executive Committee. This ensures timely pilots and a reasonably quick turnaround time from initial request to results.
- Single campus applications are expected and encouraged. This ensures that interested campuses can act quickly. However, to ensure multi-campus collaboration the LTDC rep must agree to disseminate results and evaluations quickly and to assist other campuses interested in adopting the technology.

- Projects that are funded will exhibit sound instructional design principles, clearly articulated goals, and a well-developed assessment strategy.
- Funding levels will depend on the scope and size of the project proposed but will not exceed \$5,000 per proposal. We anticipate funding several projects annually.
- Total amount of funding for this program may vary from year to year. Funding is always subject to the availability of funds.

### **Areas of Program Emphasis**

The Emerging Technology Pilot Grant Program will support proposals focusing on technology-related initiatives in faculty and/or curricular development or redesign. Grants addressing the following themes are especially encouraged and will receive preference:

- Innovative instructional uses of new and emerging technologies;
- Student engagement through meaningful interaction (e.g.: Student Learning Communities, small group work, team-based learning, collaborative work, active learning techniques, critical thinking);
- Formative and summative assessments of student learning outcomes in the application of technology for teaching and learning;
- Collaboration and sharing of best practices and materials across campuses for demonstrably effective instructional technology use;
- Innovative use of technology to bridge the Digital Divide.

Additional project topics are welcome and will be considered.

### **Proposal Components:**

Complete proposals will include four components: a cover narrative file that includes the cover, abstract, and narrative; a one page CV for the principal investigator; a sign-off sheet; and the budget sheet. Except for the CV and budget, these templates can be found below. If the included templates are not used, project proposals must include files comparable to those online. The following components must be included:

- I. Cover
- II. Abstract.  
Maximum length 300 words.
- III. Project Narrative.  
Maximum length: two double-spaced pages, with a 12 point font.

The narrative must include the following sections:

- a. Statement of Need/Problem. The proposal must clearly describe the problem/issue to be addressed during the project, and why it is important to address the problem/issue, particularly as it impacts students learning.

Describe the innovative nature of the project. If practical, provide a measure of the scope of the project, e.g., number of courses, students, faculty affected.

- b. Activities & Work Plan
    - i. Description of significant project activities.
    - ii. Identification of PI and other significant persons and a description of their role and contributions to the project during the planning, implementation, and evaluation phases.
    - iii. Include a work plan that lists all major activities. Include a realistic timeline and identify (by name and/or position), the individual who will lead/facilitate each of the activities.
  - c. Project Outcomes and Evaluation. Clearly identify the intended outcomes of the project. Outcomes should address the Statement of Need and be specific, measurable, and attainable. Include a detailed plan for evaluating the project outcomes as well as the efficacy of major activities.
- IV. Dissemination. Award recipients are expected to publish their project results on the Web and to disseminate project results on their campus and across the UW System. Include in your plan a commitment to submit a timely report of project outcomes to the LTDC and Office of Learning and Information Technology and to support other UW campuses in their efforts to adopt the technology.
- V. Budget and Budget Narrative. Include in the cover narrative a budget summary. Also, include a detailed budget in which you clearly describe and justify each item of the budget in relation to the proposal. For example, if you include release time for faculty and/or staff, explain their activities during the funding period. Use the budget form online (available at <http://www.uwsa.edu/olit/ltdc/crg/07-08/crbudget.xls>) or something comparable for this detailed budget.
- VI. Funds may be requested for the following expenses:
- i. UW faculty/staff release time, overload, or summer contracts (you must include fringe benefits for UW faculty and staff)
  - ii. Student help, graduate assistants (include fringe benefits for UW support staff)
  - iii. Travel for planning meetings and dissemination
  - iv. Conference organization expenses may include honoraria, travel expenses, and materials
  - v. Software, supplies and expenses

Institutional match is not required.

- VII. Condensed, One-page Curriculum Vitae for principal investigator.
- VIII. A sign-off sheet. This includes “Emerging Technology Pilot Grant Proposal,” the fiscal year in which the proposal runs, the project title, the name and campus of the PI, the name of the campus LTDC rep (if not the PI), the date the proposal is completed, and signatures from the Provost, Dean/Division head, Department Chair (if PI is not the LTDC rep), PI (if not the LTDC rep), and LTDC rep.

## **Review Process**

A review team consisting of the Learning Technology Development Council Executive Committee and possibly representatives from UW System will assess the proposals and make funding recommendations to the Senior Vice President for Academic Affairs, UW System Administration. Proposals will be evaluated within a month of their submission.

## **Forms and Reports**

- 1. A cover narrative file. See: Proposal Components I, II and III.
- 2. A budget spreadsheet. See: Proposal Components IV.
- 3. A one-page Curriculum Vitae for principal investigator. See: Proposal Components VII.
- 4. A signoff sheet. See: Proposal Components VIII.
- 5. A final report submitted to the Office of Learning and Information Technology and the LTDC completed within 4 weeks of the end of the project. See: Proposal Components V.

## **Timeline**

Proposals may be submitted anytime. All funds must be spent within a single fiscal year. A final report of the project outcomes must be submitted to the Office of Learning & Information Technology and the LTDC within 4 weeks of the conclusion of the project but no later than August 31 of the calendar year of the project.

## **Submission Guidelines and Instructions**

Proposals must be submitted as attachments to email to the UW-System Administration Learning Technology Liaison (Alan Foley, [afoley@uwsa.edu](mailto:afoley@uwsa.edu)). All files must be submitted on the same day.

All proposals received will be the property of UW System Administration. Incomplete proposals will not be considered. Proposals submitted by means other than electronic submission will not be considered.

## **Submissions and Questions Contact:**

Lorna Wong, Interim Director of Learning Technology Development, [lwong@uwsa.edu](mailto:lwong@uwsa.edu),  
Office of Learning and Information Technology 608-265-9559

## Learning Technology Development Council Representatives

<p><b>UW Colleges</b>  <i>Patricia J. Fellows</i>  Instructional Technology Coordinator  (608) 263-3245  <a href="mailto:pfellows@uwc.edu">pfellows@uwc.edu</a></p>	<p><b>UW-Parkside</b>  <i>Pat Eaton</i>  Instructional Technology Specialist  (414) 595-3222  <a href="mailto:patricia.eaton@uwp.edu">patricia.eaton@uwp.edu</a></p>
<p><b>UW-Eau Claire</b>  <i>Robert Eierman</i>  Center of Excellence in Teaching &amp; Learning  <a href="mailto:reierman@uwec.edu">reierman@uwec.edu</a></p>	<p><b>UW-Platteville</b>  <i>Tanya Stappert</i>  LTDC Coordinator  (608) 342-1708  <a href="mailto:valentia@uwplatt.edu">valentia@uwplatt.edu</a></p>
<p><b>UW-Extension</b>  <i>Rich Berg</i>  Instructional Design/Distance Education Specialist  Instructional Communications Systems  UW Extension  (608) 263-4262  <a href="mailto:rich.berg@ics.uwex.edu">rich.berg@ics.uwex.edu</a></p>	<p><b>UW-River Falls</b>  <i>Karen Ryan</i>  Educational Technology Center  (715) 425-3837  <a href="mailto:karen.ryan@uwrp.edu">karen.ryan@uwrp.edu</a></p>
<p><b>UW-Green Bay</b>  <i>Andy Speth</i>  Manager, Learning Technology Center  (920) 465-5019  <a href="mailto:spetha@uwgb.edu">spetha@uwgb.edu</a></p>	<p><b>UW-Stevens Point</b>  <i>Mary Mielke</i>  Instructional Technology  (715) 346-3047  <a href="mailto:Mary.Mielke@uwsp.edu">Mary.Mielke@uwsp.edu</a></p>
<p><b>UW-LaCrosse</b>  <i>Jim Jorstad</i>  Director, Educational Technologies  (608) 785-8048  <a href="mailto:jorstad.jame@uwlax.edu">jorstad.jame@uwlax.edu</a></p>	<p><b>UW-Stout</b>  <i>Margy Ingram</i>  Learning Technology Services  (715) 232-1289  <a href="mailto:ingramm@uwstout.edu">ingramm@uwstout.edu</a></p>
<p><b>UW-Madison</b>  <i>Carole Turner</i>  Division of Information Technology  Computer Science and Statistics  (608) 265-4685  <a href="mailto:cturner@facstaff.wisc.edu">cturner@facstaff.wisc.edu</a></p>	<p><b>UW-Superior</b>  <i>Lisa Larson</i>  (715) 394-8051  <a href="mailto:llarson@uwsuper.edu">llarson@uwsuper.edu</a></p>
<p><b>UW-Milwaukee</b>  <i>Robert Kaleta</i>  Learning Technology Center  (414)229-4319  <a href="mailto:kaleta@csd.uwm.edu">kaleta@csd.uwm.edu</a></p>	<p><b>UW-Whitewater</b>  <i>Veronica Telfer</i>  Learning Technology Center  (262) 472-7795  <a href="mailto:telferv@uww.edu">telferv@uww.edu</a></p>
<p><b>UW Oshkosh</b>  <i>AnnMarie Johnson</i>  Instructional Developer  (920) 424-2210  <a href="mailto:paulukon@uwosh.edu">paulukon@uwosh.edu</a></p>	<p><b>UW System Administration</b>  <i>Lorna Wong</i>  Office of Learning and Information Technology  (608) 265-9559  Fax: (608) 265-3175  <a href="mailto:lwong@uwsa.edu">lwong@uwsa.edu</a></p>

## Emerging Technology Pilot Grant Proposal: Cover Sheet

<b>Project Title:</b>	
<b>For fiscal year:</b>	
<b>Principal Investigator:</b>	
<b>UW Campus:</b>	
<b>Campus LTDC Rep:</b>	
<b>Date:</b>	

**Abstract: (Maximum length: 300 words)**

**Project Narrative: (Maximum length: one single-spaced page, with a 12 point font. See RFP for required elements.)**

## Emerging Technology Pilot Grant Proposal: Sign-off sheet

<b>Project Title:</b>	
<b>For fiscal year:</b>	
<b>Principal Investigator:</b>	
<b>UW Campus</b>	
<b>Campus LTDC Rep:</b>	
<b>Date:</b>	

**Signatures (include a legible printed form):**

<b>Provost:</b>	
	And Print:
<b>Dean/Division Head</b>	
	And Print:
<b>Department Chair:</b> (skip if PI is the LTDC campus rep and there is no department chair)	
	And Print:
<b>Principal Investigator:</b>	
	And Print:
<b>LTDC campus rep:</b>	
	And Print:

This form must be submitted electronically. We suggest scanning it and submitting it as a PDF file.

**University of Wisconsin System**  
**Enhance Student Learning with Instructional Technology**  
**2008-09 BUDGET FORM**

**PROJECT TITLE:**

**PRINCIPAL INVESTIGATOR:**

**INSTITUTION:**

**PERSONNEL SALARY**

*\*Identify Personnel in Budget Narrative / Calculate fringe benefits below*

	FTE Required	Total Salary	Cost to UW System	Cost to Institution
1 Regular Faculty and Academic Staff:				
2 Classified Staff:				
3 Limited Term Employee:				
4 Research Associates and Grad Interns:				
5 Research Assistants, Project Assistants, Teaching Assistants, Pre-Doc Fellows and/or Trainees:				
6 Ad Hoc Program Specialists, Undergraduate Assistants and Undergraduate Interns:				
7 Student Workers: Hours: _____ Hourly Rate: _____ Total: _____				
8 Other (ie Guest speakers, Consultants, etc):				

**Other Personnel Salary Sub Total:**

**FRINGE BENEFIT CALCULATION**

*\*Calculate fringe benefits for UW employees salaries funded by System Fringe Benefits in the System Column are considered as part of your total grant request*

	Enter Salary Totals Here if Doctoral Institution		Enter Salary Totals Here if Non-Doctoral Institution			
	Total	Rate	Total	Rate		
1 Regular Faculty and Academic Staff:		34.00%		44.50%		
2 Classified Staff:		47.00%		57.00%		
3 Limited Term Employee:		20.00%		46.00%		
4 Research Associates and Grad Interns:		21.00%		34.00%		
5 Research Assistants, Project Assistants, Teaching Assistants, Pre-Doc Fellows and/or Trainees:		22.50%		34.00%		
6 Ad Hoc Program Specialists, Undergraduate Assistants and Undergraduate Interns:		6.00%		7.65%		
7 Student Hourly Employees:		2.00%		2.50%		
8 Other (*specify):						

*\*Refer to <http://www.uwsa.edu/fadmin/document/fringe03.htm>*

**Fringe Benefit Sub Total:**

**SUPPLIES & EXPENSES \* Refer to <http://wwwuwsaedu/fadmin/travelhtm>**

*Briefly identify items Justify each in Budget Narrative detailing travel, ie, mileage, meals, lodging*

1 Travel:				
2 Photocopies:				
3 Other (describe):				

**Supplies & Expenses Sub Total:**

**PROJECT FUNDING TOTALS:**