

ACADEMIC TECHNOLOGY GRANTS: LEARN. TEST. DEVELOP. Overview

Learn. Test. Develop. grants fund faculty professional development and initiatives that enhance teaching and exploration of new research methods through the use of technology. The learn/test/develop framework is intended to provide faculty with opportunities for funding in three major areas; applications can emphasize any or all of them:

- **Learn:** Funding for travel to technology-related conferences, workshops, and other learning opportunities.
- **Test:** Funding for the purchase of technologies that faculty want to “test drive” for their potential incorporation into teaching, research, or both.
- **Develop:** Stipends to compensate for faculty time spent developing a project, a course, technology skills, and similar activities.

In addition to providing a range of funding opportunities, the learn/test/develop framework is intended to help faculty design, execute, and complete quality grant projects and activities that meet LMU standards. Successful proposals will provide sound reasoning and well-articulated goals and objectives. Funding ranges from \$1000 to \$4000 and will be awarded based on the estimated time commitment and the cost of equipment or travel. Collaborative projects are welcome, and funding will be adjusted accordingly. Upon completion of the grant, faculty are required to submit a report and present on the grant outcomes.

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Checklist and Guidelines

All items on the checklist must be completed prior to submission. If this is a collaborative project, all individuals must complete sections I and III. Sections II and IV only needs to be completed once.

To submit your application, please contact Katie Romani, Faculty Affairs (OFD@lmu.edu) or x86553 for access to BOX submission folder (Academic Technology Grant Applicants 2020). All application materials (including one recommendation letter) must be uploaded to BOX by **5:00 PM February 11, 2020**.

APPLICATION CHECKLIST:
<p>Applicant:</p> <ul style="list-style-type: none"><input type="checkbox"/> Applicant information<input type="checkbox"/> Proposal<ul style="list-style-type: none">• Narrative• Estimated timeline• Estimated budget• Presentation venue recommendation<input type="checkbox"/> Instructional technologist consultation signature <p>Chair or Dean:</p> <ul style="list-style-type: none"><input type="checkbox"/> Recommendation letter. A recommendation letter from the Dean or Department Chair should be uploaded to BOX or emailed to OFD@lmu.edu.

ELIGIBILITY:

ATC Grants are awarded to:

- Continuing full-time, tenured, tenure-track, clinical faculty
- Term faculty with signed contracts with the University for the following academic year

FUNDING:

- Funding ranges from \$1000 to \$4,000 and will be determined by the ATC

DELIVERABLES:

- A final report that describes grant outcomes
- A formal presentation on the project or learning opportunity outcomes

Award recipients will be required to submit a final report of their grant activities with an attached updated course syllabus by October 15, 2020.

If you have any questions about the grant or application procedures, contact Allison Noyes, committee chair (allison.soeller@lmu.edu), Melanie Hubbard, vice-chair (melanie.hubbard@lmu.edu), or the Office of Faculty Affairs at ext. 86553 or ofd@lmu.edu.

ACADEMIC TECHNOLOGY GRANTS: LEARN. TEST. DEVELOP. Timetable

February 11, 2020	Submission Deadline: All application materials (including one recommendation letter) must be uploaded to BOX by 5:00 PM.
March 15, 2020	ATC awards will be announced via email.
April 1, 2020	Accept award via e-mail (OFD@lmu.edu) by 5pm.
Late May 2020	Initial payment of 80% of the grant amount is funded through payroll.
October 15, 2020	Academic Technology Grant final report and cover sheet , signed by Applicant and Chair , are due to your Dean . Within 10 days, the Dean's office will e-mail final report and cover sheet to the ATC committee chair in care of the Office of Faculty Affairs. (Note: for courses not being taught until Spring 2021, applicants).
Early November	Final 20% of grant funds disbursed through payroll following approval of final report by Dean and ATC committee.

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FOR CONTINUING TENURED AND TENURE-TRACK FACULTY

I. APPLICANT INFORMATION

Name: _____

Title:

College/School: _____ Dept: _____

Campus Building: _____ Suite/Room#: _____

E-mail Address: _____ Campus Phone: _____

Are you applying for any other internal grants this academic year? Yes / No

List the grant(s): _____

II. PROPOSAL

Please complete all five proposal sections.

1. Narrative (2-3 single spaced pages)

Provide a description of the project or learning opportunity. The narrative must include:
A detailed explanation of the project you intend to undertake or the conference, workshop, or other learning opportunity you want to attend.

A statement that explains the impact your grant participation will have on your teaching, research, or both, and the impact it will have at LMU.

For research-related proposals, provide an explanation of the technology-driven method you plan to explore and how it will advance your scholarship.

2. Goals and Objectives

Provide a list of goals and objectives.

3. Estimated Timeline

Provide a general timeline that explains the time it will take to complete the grant and milestones that will be met over that time span. Grants will be given June 1st and must be completed by [date].

4. Estimated Budget

Provide a budget break down that includes all relevant costs, i.e., travel, technology purchases, and stipends. Please be as detailed as possible.

5. Final Presentation Venue Recommendation

A presentation is required at the conclusion of your grant. Propose an LMU venue that would be most appropriate (e.g., Center for Teaching Excellence, departmental or college forum, or video presentation for online forum).

III. LETTER OF RECOMMENDATION (1)

Applicants must acquire a recommendation letter from their department Chair or Dean, addressing the relevance of the project to the stated goals of the grant. The letter can be brief.

IV. INSTRUCTIONAL TECHNOLOGIST CONSULTATION

Applicants must consult with an instructional technologist about the proposal. The following should be completed by the instructional technologist:

Describe anticipated ITS support needs:

Instructional Technologist

Name: _____

Signature: _____ Date: _____

LMU INTERNAL GRANT CONDITIONS

Please read the following items carefully. Sign this form to signify your consent of the grant conditions and include it with your 2020 LMU Internal Grant Application.

Initial	Grant Condition
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_____ I understand that I may accept only one 2020 LMU Internal Grant.

_____ I understand that the funding of a 2020 LMU Internal Grant requires that I will return to LMU as a full-time faculty for the 2020-2021 academic year.

_____ I understand that I am to work closely with my Department Chair and/or Core Director to ensure that the course I am developing through the Academic Technology grant is included in the schedule of classes for Fall 2020, Spring 2021, or Summer 2021.

I have read and agreed to all of the above LMU Internal Grant Conditions.

Applicant's signature

Date

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FINAL REPORT COVER SHEET

Attach a final report addressing the three points listed below. The report must be typed and no longer than two pages, using one-inch margins. Sign the cover sheet, obtain your Chair's signature, if applicable, and submit the final report and cover sheet to your **Dean** by **October 15, 2020**. Within 10 days, the Dean's office will route the final report to the Faculty Committee on Mission and Identity Chair in care of the Office of Faculty Affairs (UH 4820) for approval and signature.

1. **Name:** _____
Department: _____
Project Title: _____
Completion Date: _____

2. **Please address the following four points in your report:**

- a. State the original project.
- b. Provide a description of the work done on the project/course development.
- c. Describe how the outcomes align with the original goals and objectives.

3. **Approval of final research report: ***

- | | |
|---|-------------|
| 1. _____ | Date: _____ |
| 1. Applicant's Signature: | |
| 2. _____ | Date: _____ |
| 2. Chair's Signature: | |
| 3. _____ | Date: _____ |
| 3. Dean's Signature: | |
| 4. _____ | Date: _____ |
| 4. Academic Technology Committee Chair's Signature: | |

* If approval is denied, please attach a separate sheet and cite specific reasons for the denial.