WEBER STATE UNIVERSITY
Application for Funding
Prepared: September, 2001

HIGHER EDUCATION TECHNOLOGY INITIATIVE
(Administered by the Teaching and Learning Forum)
(Submit 14 copies to Coordinator of the Teaching and Learning Forum)

PROJECT TITLE: _____

_____

PROJECT DIRECTOR: _____
DEPARTMENT: _____
E-MAIL ADDRESS: _____ MAIL CODE: _____ EXTENSION: _____
OTHER PARTICIPANTS: _____

PROJECT CATEGORY
    Hemingway Vitality   _____
    Instructional Improvement   _____
    New Faculty   _____
    Research   _____
    HETI   _____
(The HIGHER EDUCATION TECHNOLOGY INITIATIVE (HETI) is supported by one-time funds designated for projects to assist faculty in developing technology related projects to improve teaching. It is expected that all funds will be distributed during Fall, 2001.)

FUNDS REQUESTED FROM HETI: $_____

FUNDS REQUESTED FROM RS & PG $_____

FUNDS COMMITTED FROM OTHER SOURCES:
    Source
    1. _____ $_____
    2. _____ $_____
    3. _____ $_____

               TOTAL $_____

TEACHING AND LEARNING FORUM:

_____
Coordinator, Teaching and Learning Forum   Mail Code

RS & PG REPRESENTATIVE:
(If applicable)

_____
Representative   College   Mail Code

Comments:

PLEASE NOTE: In cases where funds are committed to the project, the signatures of the appropriate deans must be included. All proposals must be signed by the applicant's department chair/program director.

DEPARTMENT CHAIR'S ACKNOWLEDGMENT:
I am familiar with the project described herein, and I agree to provide departmental resources (in-kind or actual dollars) if indicated.

_____
Chair   Department   Mail Code

Comments:

PROGRAM DIRECTOR'S ACKNOWLEDGMENT:

_____
Program Director   Department   Mail Code

Comments:

DEAN'S ACKNOWLEDGMENT:
(Required only if college resources are involved.) I agree to provide resources (in kind or actual dollars) if indicated.

_____
Dean   College   Mail Code
Comments:

HUMAN SUBJECTS/ANIMAL USE AND WELFARE COMMITTEE APPROVAL:
(If applicable). The project described in this proposal was approved by the
_____ committee. Either provide signature below, or attach letter of approval to end of application.

_____
Chair   College   Mail Code

BUDGET

Description	Funds committed from source #1	Funds committed from source #2	Funds committed from source #3	Funds requested from RS & PG	Funds requested from HETI
PERSONNEL RESOURCES (Assistants, Consultants, and Released Time)					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
EQUIPMENT AND MATERIALS					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TRAVEL					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
OTHER					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL REQUEST _____

BODY OF PROPOSAL

Expand the size of each of the sections below as required, but do not exceed 3 single-spaced pages. Supporting documents or materials should be included as addenda. PROPOSALS SHOULD BE WRITTEN CLEARLY AND SIMPLY.

PROJECT SUMMARY (ABSTRACT):

I.   BACKGROUND AND OBJECTIVES OF PROJECT. (Describe the nature and significance of the problem and provide a brief review of the relevant literature and expected outcomes. Include a bibliography as an appendix if appropriate.) **All HETI proposals must show the connection between the technology and the improvement of teaching.**

II.   PROCEDURES AND METHODS. (Indicate how the goals and objectives will be met. Include a discussion of the steps involved in the design, development and implementation of the project.)

III.   TIME-LINE. (Provide a time frame for the completion of the project.)

IV.   EVALUATION AND DISSEMINATION. (Include a plan for evaluating or documenting outcomes as well as a plan for the dissemination of project results.)

A.   PROPOSAL DEADLINES

1.   October, 2001: Locate the HETI Proposal form on the Teaching and Learning Forum web page (www.weber.edu/tlf). Read carefully the criteria for funding and proposal guidelines.

2.   October 20, 2001: If you are requesting HETI funds only, submit your proposal to the Forum Office, Library 96/97 MC 2910, to check for completeness. Submit your proposal to an RSPG representative if you are requesting funds from both HETI and RSPG to check for completeness.

3.   October 27, 2001: Make necessary revisions and obtain any necessary signatures.

4.   November 2, 2001: Fourteen (14) copies of the final proposal due in the Teaching and Learning Forum Office. Trissa Fonnesbeck or Kathy Herndon, Library 96/97, MC 2910, ext. 7667.

5.   November 14, 2001: Committee will meet to make funding recommendations.

B.   GENERAL FUNDING CRITERIA
(Applicable for HETI or HETI in combination with other funding categories)

1.   The proposal must demonstrate the significance of the problem or issue.

2.   The proposal must provide a brief review of relevant literature and/or other background issues if applicable.

3.   The proposal must identify the intended outcomes of the project.

4.   The proposal must clearly show the connection between the use of technology and instructional improvement.

5.   The procedures must be stated clearly.

6.   The proposal must demonstrate project feasibility in terms of cost, procedures, personnel, time and available resources.

7.   The proposal must explain and justify budget items.

8.   The proposal must be written clearly and simply.

C.   PROPOSAL FORMAT

1.   **Proposals that do not use this format will not be considered.**

2.   Fourteen (14) copies must be delivered to the Coordinator of the Teaching and Learning Forum by the announced deadline date.

3.   Individual sections of the format may be reduced or increased as needs indicate, but **the body of the proposal may not exceed three (3) single-spaced typed pages.**

4.   In addition to the body of the proposal, **include an appendix if appropriate.** In the appendix provide a budget narrative that clearly explains any budget items that are not self-explanatory.

D.   PROPOSAL GUIDELINES

1.   Eligible Expenses
a.   Reassigned time or stipends for full-time faculty or professional staff acting as project director(s), or for payment to off-campus consultants may be eligible. Funds are not intended to compensate faculty for performance of customary professional responsibilities. Funds may be allocated to provide stipends for student assistants.

Due to limited funds, HETI will not fund more than three (3) credit hours of reassigned time per person per project; nor will it fund a stipend worth more than three (3) credit hours per person per project. To establish that an activity is worthy of release time, you must justify the number of hours requested and provide a statement from your department chair that this activity is beyond basic obligations to teaching and scholarship.
b.   Hourly wage/student assistants may be eligible. Departments are encouraged, however, to assume secretarial support, unless the magnitude of the project demands additional help.
c.   Travel to attend conferences, seminars, and training programs may be eligible.
d.   Equipment and materials may be eligible if the project cannot be completed without them. Materials (such as office supplies) in excess of what a department can provide and materials unique to a project (such as software) may be funded.

2.   Ineligible Expenses
a.   Projects leading to commercial products.
b.   Research undertaken as part of a program leading to a Masters or Doctoral degree.
c.   Retroactive requests for funding.
d.   Licensing fees and costs of certification examinations.
e.   Memberships in professional societies and journal subscriptions.
f.   Direct student expenses such as travel to conferences, meals, books, etc.
Proposals should contain a budget appendix which provides a rationale for all items listed in the budget.

3.   Rates for stipends, reassigned time, student and hourly wages, mileage, and meals
a.   Stipend, reassigned time, teaching an extra class rate - $792 per credit hour.
b.   Benefits - Stipend rate is 8 ½ percent; reassigned time is 15 percent.
c.   Student and hourly employees receive 8 ½ percent benefits.
d.   The university mileage rate for personal vehicles is $0.27 per mile.
e.   The daily domestic meal allowance should not exceed $34. Foreign per diem is actual cost.

The committee assumes all university personnel will seek the most economic accommodations possible. All university personnel should request the corporate rate from hotels and motels.

4.   Report
A final one-page report must be submitted at the conclusion of the project to the Coordinator of the Teaching and Learning Forum. Reports are due on an annual basis until the project is completed. A final report must be submitted within thirty days after completion of the project.

5.   Checklist
A "no" answer to any of these questions will result in your proposal's being excluded from consideration. Lack of "no" answers will not guarantee funding.

a.   Is the proposal presented in the HETI Committee's standard "Application for Funding" format?

b.   Is the proposal signed by the investigator's department chair and by all deans, chairs, and program directors who might be responsible for committing funds to the project?

c.   Is the budget clearly itemized on the budget page and explained in a budget narrative appendix?

d.   Does the body of the proposal (Summary, Background, Goals and Objectives, Procedures and Methods, Time-Line, and Evaluation and Dissemination) occupy no more than three typewritten, single-spaced pages?

e.   Have you included the appendix outlined in the proposal format section of this document?