USM's Center for Technology Enhanced Learning (CTEL) helps shape the future of e-learning at the University of Southern Maine by advancing the innovative use of new technologies. To further this, CTEL announces the 2012-13 Emerging Technology Grants (ETG). ETGs will support projects focusing on innovative instructional uses of new and emerging technologies in any type of class (face to face, blended, or online).

For FY13, 1-3 awards of up to $10,000 each are available to groups of 3-5 faculty in one department or across disciplines. The money may be used for faculty additional compensation, the purchase of hardware and/or software, student support, and other relevant activities.

The goal of this grant program is to support projects that investigate campus-wide applicable emerging technologies in a timely manner, to distribute these findings promptly, and to develop support for other USM faculty in their efforts to adopt these technologies.

During the project, faculty are expected to study existing best practices, each implement the technology in one or more assignments, assess its impact, and make suggestions for (or against) further implementation at USM. Projects must exhibit sound instructional design principles, clearly articulated goals, and a well-developed assessment strategy. Proposals must identify a specific technology, although selection of exact brands may be part of the project timeline.

Each of the 3-5 faculty receiving add-comp must implement the technology in at least one course during the project term.

Grants may be partially funded. Co-funding from a department or college is always welcome.

All projects must work closely with CTEL or ITMS throughout. This collaboration ensures that the project stays within the desired guidelines, communication is open and ongoing, results are quickly disseminated, and other faculty interested in this new technology can get support from CTEL or ITMS.

Projects may span fiscal years, but the total funded will not exceed $10,000 per grant.

Unless otherwise decided by CTEL/ITMS/IT, all hardware will become part of the circulating library of ITMS, on long-term checkout for the duration of the project.

$15,000 total is available in FY13. Total amount of funding for this program may vary from year to year. Funding is always subject to the availability of funds.

**Areas of Emphasis**

Grants addressing the following areas and issues are especially encouraged and will receive preference:
• Collaborative Web 2.0 tools;
• Student engagement through meaningful interaction (e.g.: Student Learning Communities, small group work, team-based learning, collaborative work, active learning techniques, critical thinking);
• Collaboration and sharing of best practices and materials across departments or colleges;
• Technologies that can be used by a wide variety of classes/departments.
• Innovative use of technology to achieve the goals established by the e-Learning Initiative.

Additional project topics are welcome and will be considered. Current technologies in high use on campus will not be considered. We encourage you to discuss ideas in advance with Dr. Khusro Kidwai (Director for Online Teaching and Learning) or Angela Cook (Manager of ITMS) to make sure they fit the program goals and can be supported on campus.

Proposal Components

Complete proposals will include three parts: cover sheet, project narrative, and sign-off sheet (template). Please single space with 12-point font.

Cover sheet. Include project title, faculty members involved, department(s), and date.

Project Narrative. Maximum length: three pages.

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 it, particularly as it impacts students' learning. Describe the technology, how it addresses the problem/issue, and discuss the innovative nature of the project. Provide a measure of the scope of the project, including the specific courses and number of students affected.

People, Activities, & Work Plan. Identification of faculty, including the primary faculty contact, and other significant persons and a description of their role and contributions to the project during the planning, implementation, and evaluation phases. List all major activities. Include a realistic timeline and identify who will lead/facilitate each activity. Multi-year projects will be considered but are not encouraged.

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. Must evaluate the effectiveness of the technology/assignments and make a recommendation on further campus support.

Dissemination. Grant recipients will, at a minimum, submit a report to CTEL, publish their project results on the Web, and disseminate project results on campus.

Budget. Include a detailed budget in which you describe and justify each item of the budget in relation to the proposal.
**Sign-off sheet.** Share the proposal with your dean, associate dean, chair or program director. They must send an email to Robin Anne Russell (ctel@usm.maine.edu) indicating their support of the grant.

**Review Process**

A review team consisting of the Director of CTEL, the Manager of ITMS, the Executive Director for Computing Services, one CTEL course designer, and two other members of the TEL Advisory Council will assess the proposals and make funding recommendations to CTEL.

**Timeline**

Proposals must be submitted by April 15. Funding decisions will be announced by May 1. Projects should begin as soon as possible. Implementation in courses may be in Fall 13, and/or Spring 13, and/or Summer 14. The grant recipients will communicate regularly on the progress of the project with the CTEL course designer or ITMS staff person assigned to the project. A final report should be submitted no more than four weeks after completion of the project to the Director of CTEL.

**Submission Guidelines and Instructions**

Proposals must be submitted as email attachments to Shane O'Hara, sohara@usm.maine.edu. All files must be submitted on the same day. All proposals received will be the property of USM. Incomplete proposals will not be considered. Proposals submitted by means other than electronic submission will not be considered.

**Questions Contact**

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