2018 ACADEMIC TECHNOLOGY INTEGRATION GRANT APPLICATION

The purpose of the Academic Technology Grant is to provide faculty members with the freedom to explore innovative ways of using technology for teaching and learning and to share this knowledge with the broader academic community. It is expected that the grants will be substantially innovative.

Proposals are now being solicited for the 2018 Academic Technology Grant. Academic Technology Grants are available to continuing tenured and tenure-track faculty to further the use of technology in their teaching at LMU by integrating substantial technological advancements into their courses. Substantial advancements, for the purposes of this grant, are the development of new courses or major revisions of existing courses, using technology as one of the courses' primary means of instruction. For 2018, faculty may apply for grants valued between $2,000 and $5,000. Note that the final amount allocated is at the discretion of the Academic Technology Committee.

Award recipients will be required to submit a final report of their grant activities with an attached updated course syllabus or conference program (if applicable). Award recipients must be available for a presentation/demonstration to faculty through the Center for Teaching Excellence or the Faculty Innovation Center (FIC) in the fall or spring of the grant year.

Please follow the grant application procedures in this document, paying careful attention to key dates. Contact our office prior to the deadline date if you cannot download or print out the application. Applications that are incomplete, late, or do not conform to the printed guidelines and instructions will not be accepted or considered by the Academic Technology Committee.

If you have any questions about these procedures, contact the Office of Faculty Affairs (310.338.4688 or ofd@lmu.edu) or the Academic Technology Committee (itsatc@lmu.edu).

Academic Technology Grant Guidelines

Eligibility:
- Academic Technology Integration Grants are awarded to full-time, tenured, or tenure track faculty.

- Grants are ordinarily made only once for the development of a particular project.

- Revision of a funded grant is not appropriate for funding under this program.

- If the Academic Technology Grant is part of a larger project or is connected to a separate grant, the applicant must make this explicit in the Academic Technology Grant application.

Funding:
- Grants of $2,000 to $5,000 will be awarded in the form of a stipend or towards the cost of hardware or software.

- If a stipend is chosen, 50% of it will be awarded in late Spring 2018 and 50% will be awarded when the grant is complete (prior to May 2019).

- Grants monies can be used for hardware or software (identified in the budget portion of the proposal). Only expenses that are directly related to the project will be considered and must be purchased through ITS (not directly by the faculty member).

- All equipment (hardware or software) is considered LMU property if bought directly with the grant funds, and will be supported and managed as such. (If purchased with stipend, then it will be considered faculty property, and no University support will be given.)

- If hardware and/or software is chosen, the monies will be available after June 1, 2018 for purchases.

- Monies can be allocated for BOTH stipend and equipment, clearly state the grant request in the proposal.

- If more than one faculty member agrees to work on a joint project, the stipend will be divided evenly between the faculty members. (Note: if this is a joint project, final funds will only be paid if the grant conditions are met by ALL grantees.)

Project:
- Grants are awarded for the innovative integration of new or existing technology in support of the improvement of course outcomes or learning activities. Please go to
- http://its.lmu.edu/academictechnology/instructionaltechnology/academictechnolog for examples of previously funded grants.

- Grantees will receive support from their College/School's Instructional Technology Analyst in technology selection, implementation, and integration. This type of support is available to all faculty, but is especially important for those faculty who are awarded an Academic Technology Grant.

Grantees must:
- Do a presentation and report on the results of the experimentation and the use of technology. Each grantee must present their results at a formal presentation hosted by the Center for Teaching Excellence or the Faculty Innovation Center in the fall or spring of the grant year.

- Generate a final report and submit it to the Academic Technology Committee at the end of the grant year. This report can be in the form of a documentary, multimedia project or written report.

- Serve as a mentor within their discipline. One of the responsibilities of mentors would be to attend at least one relevant FIC workshop and assist other faculty in using similar technology.

NOTE: If the Final Report is not turned in by April 1, 2019, the faculty member forfeits the second portion of funding. In the case of equipment purchases, if the final report is not turned in by April 1, 2019, the faculty member forfeits use of the equipment and it will be returned to ITS.

Application Timetable

02/16/18	Application due by 5:00 PM
02/23/18	Confidential Letter of Recommendation emailed to the Associate Provost for Faculty Affairs, Dr. Deena Gonzalez at DGonzale@lmu.edu.
03/22/18	ATC Integration Grant awards announced.
04/02/18	Send an email to Associate Provost for Faculty Affairs, Dr. Deena González, accepting or declining the award.
Late April 2018	Initial payment of 50% of the grant amount is funded through Payroll.
Late Fall 2018 or Early Spring 2019	Finish project and present at either the Center for Teaching Excellence, Faculty Innovation Center, or Friday Faculty Colloquium.
09/07/18	Internal Summer Grant final report and cover sheet, signed by the Applicant and Chair/Program Director (if applicable), are due to your Dean. Note: If final project is completed in the spring 2019 semester, final report is due on 05/07/19.
Late October 2018	Final 50% of grant funds disbursed through payroll following approval of final report by Dean and ATC Chair. Note: If final project is completed in the spring 2019 semester, final stipend will be disbursed by 5/15/19.

Application Checklist

Before you begin the Application, please make sure of the following:

✓ You have a Project Narrative (see below for requirements).

✓ You sign the Grant Condition Form.

✓ You have requested that your Chair/Program Director email a Confidential Letter of Recommendation to the Associate Provost of Faculty Affairs, Dr. Dr. Deena González. Letter should be addressed to the Chair of the Academic Technology Committee, Dr. Michael Mills.

Project Narrative
Please provide a course title and a project narrative with the five headings listed below, addressing all items in specific order. The narrative should speak to an educated lay audience.

1. Rationale for the integration of technology: State your project question(s) and goal(s) defining any terms specific to your discipline. Describe how technology will substantially enhance and improve the development of a new course or the revision of an existing course. Include a rationale for improved teaching and learning as a result to your integration of technology. (No more than 300 words)

2. Technology Overview: Critically survey the existing literature, reference materials, and existing use regarding the technology you plan to utilize. You can reference relevant existing courses at other institutions similar to your project. Provide a critical analysis of

use of technology with reference to the existing literature and recent developments in the field. (No more than 300 words)

3.   ***WORKPLAN & PROJECT TIMELINE***: Describe your plan of work for the development of this project. Describe the methods you will use to integrate technology in your course development. Mention any required resources (i.e. any support you will need from ITS, your department, etc). State time line for the project and provide realistic goals for the purchase, testing and modification of hardware and/or software. (No more than 200 words)

4.   ***BUDGET NARRATIVE***: Include a budget narrative for the funds that are being requested, as well as amount (No more than 300 words / between $2,000 and $5,000).

5.   ***SIGNIFICANCE OF THE USE OF TECHNOLOGY FOR TEACHING IN YOUR DISCIPLINE***: In a concluding paragraph, include a statement that addresses how the technology you have selected will advance student learning in your field. (No more than 150 words)

Name: _____

Academic Rank (circle one): Assistant Professor / Associate Professor / Professor

College/School (circle one):

Bellarmine College of Liberal Arts / College of Business Administration

College of Communication and Fine Arts / College of Science and Engineering

School of Education / School of Film and Television

Other, please specify _____

Department: _____

Campus Building: _____

Suite/Room #: _____

E-mail Address: _____

Campus Phone: _____

If you are partnering with another LMU faculty member for this project, please include the contact information below. Otherwise, you may leave it blank.

Name: _____

Department: _____

College/School: _____

Phone Number: _____
E-Mail Address: _____

Letter of Recommendation
Applicant must request recommendation letter from his/her Chair/Program Director. The letter should be addressed to the Chair of the Academic Technology Committee (Michael Mills) and emailed to the Associate Provost of Faculty Affairs, Dr. Deena González by the deadline date.

Previous Funding Information
If you have received internal or external funding for any projects in the past five years, please state the funding source, project title(s) and year(s) funded. Indicate whether any of these prior projects are related to the proposed project. Provide complete citations of any resulting publications or presentations.

How many projects have you had funded? _____

Project Years: _____

Related to this Project? (Yes/No) _____

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

_____

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Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

_____

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Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

_____

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Related to this Project? (Yes/No) _____

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

_____

LMU Academic Technology Grant Conditions
Please read the following items carefully. Type in your initials to signify your consent of the grant conditions and type your full name and date in the boxes that follow.

Your application will not be considered unless all items below are completed.

- I understand that I may accept only one LMU Internal Grant for this project. In addition, if my Academic Technology Grant application is funded and I accept another grant (internal or external) for the same summer project, I must relinquish the LMU grant. I may not receive an LMU internal grant two years in a row.

- I understand that the funding of an LMU Internal Grant requires that I sign and return a valid contract for full-time teaching at LMU for the proposed academic year.

- I understand that ITS can only provide "best effort" support of non-LMU technologies.

- I understand that the expected outcome of an Academic Technology Grant is a fully developed course syllabus integrating new or existing technology.

- I understand that I will be expected to present and explain my finalized project to the Academic Technology Committee and interested faculty through the Center for Teaching Excellence or Faculty Innovation Center.

- I understand that if I do not submit the final Grant Report by September 7, 2019, I will forfeit any remaining funds on my grant.

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

Applicant's Signature: _____
(indicating agreement to the statement above)

Date: _____