FLTC Mini-Grants – Call for Proposals
2015

Deadline: Monday, May 4, 2015

Established in 2003 the Foreign Language Technology Center’s Mini-Grants program fosters innovative uses of technology in teaching language, literature and culture. FLTC Mini-Grants will be awarded to instructional interventions that propose the integration of emerging technologies in meaningful ways to enhance student learning. Projects should involve the development of online or technology-based instructional material for incorporation into existing language, literature or culture courses to achieve specific learning objectives. Creation of online learning modules for fully online or blended courses is particularly encouraged.

Grant applicants may envision the use of online and emerging technologies for enhancing course content, adding supplemental material, providing additional practice opportunities, or assessing learning. Examples of projects include the creation of podcasts, online content modules, online testing components, video vignettes and audio recordings. To learn about the projects of previous FLTC Mini-Grant recipients click here.

Grant recipients are expected to begin and complete working on their projects during the Spring/Summer semester, and implement their initiative in the following Fall (or Winter) semester. Proposals will be awarded up to a maximum of $2000. Grant recipients are expected to share information about the development, implementation and impact of their project at a FLTC Brown Bag presentation.

Eligibility

Full-time and part-time WSU faculty and WSU graduate students scheduled to teach a course in Fall 2015 or Winter 2016 are eligible to submit a proposal. Graduate students may work alone or in teams.

Guidelines

- Proposals should be for new projects and not for continuation of work on already funded projects.
- Each applicant may submit only one proposal.
- Funds may be used to hire student workers and technical assistants to help with the development of the project.
- Funds may not be used to provide summer salary or course release for faculty.
- Funds may not be used for personal or departmental equipment purchase.
• Prior to beginning work on their project grant recipients must contact administrative personnel in the FLTC to complete necessary paperwork to hire and pay student workers.
• Applicants teaching in coordinated courses should get the approval of course coordinators before they submit a proposal.
• If unable to complete the project as proposed, grant recipients should make arrangements to return award monies to the FLTC.

Grant Requirements

Grant recipients are expected to

1. Sign an agreement when accepting the grant (see Mini-Grant agreement).
2. Participate in an initial planning meeting with Sangeetha Gopalakrishnan.
3. Contact administrative personnel in the FLTC to complete necessary paperwork to hire and pay student workers.
4. Get consent for any copyrighted material they may be using in their project.
5. Start and complete work on their project during the Spring/Summer semesters of 2015.
7. Implement their project in the Fall or Winter semester of the 2015-2016 academic year.
8. Assess the impact of their instructional intervention and share information about their project at a FLTC Brown Bag presentation.
9. Provide a time and an expense report on the use of funds by September 1, 2015, to Sangeetha Gopalakrishnan. Please keep a log of the time - yours, and your student workers - spent on the various project tasks and labor costs. This would help future grant applicants estimate time and costs involved in such undertakings.
10. Provide a final report on the implementation of your project by the end of the Fall 2015 or Winter 2016 semester to Sangeetha Gopalakrishnan. This report should contain information about how your project was implemented, the feedback from students, the impact on student learning, and your evaluation of the merits and demerits of your project.

Application Process

For more information about FLTC mini-grant eligibility, guidelines, requirements, application process and 2015 deadline review the call for proposals at the FLTC website (www.fltc.wayne.edu).

To apply for a Mini-Grant, please submit a proposal by completing a Mini-Grant application form.

Send an electronic copy and submit 4 printed copies of your proposal to: Sangeetha Gopalakrishnan, Director, Foreign Language Technology Center, 385 Alex Manoogian Hall, Email: sangeetha@wayne.edu, Tel: 313-577-6391

2015 Deadline

Proposals are due by Monday, May 4, 2015.
FLTC Mini-Grant 2015 – Application

Project Title:

Project Leader (Key contact person for project):

Project Leader Rank/Title:

Department:

Applicant signature: _________________________________ Date: _______________________

I support consideration of this application.

Course coordinator (if applicable): _________________________ Date: ________________________

Chair signature: ________________________________________ Date: ________________________

Attach a narrative of no more than 2 pages that contains the following:

1. Executive Summary: 1 or 2 paragraph summary of the Proposal

2. Project Description and Rationale:
   a. What educational goals does your project address?
   b. How does the use of technology accomplish those goals?
   c. How does the use of technology enable you to do something that was not possible without the use of technology?

3. Plan of Operation:
   a. Describe the project design and document a realistic timeline.

4. Impact:
   a. Courses directly impacted by project
   b. Course you will implement this project in
   c. Will you be teaching this course in the fall?
   d. Number of students in the course

5. Budget:
   a. Provide details of how you propose to utilize the funds. Identify any matching funds or in-kind good/services that will be provided

6. Plan of Evaluation:
   a. Describe how you will evaluate the effect of your project on student learning.
   b. Describe how you will assess merits, and demerits of project outcomes.

7. Future Plans:
   a. Describe your expectations for sustaining the project beyond the current funding
FLTC Mini-Grant Recipient Agreement
2015

Name of Recipient: _______________________________________________________

This agreement is to be signed by Mini-Grant recipients when accepting funding.

By accepting this award I am agreeing to:
1. Participate in an initial planning meeting (see 1 below) with Sangeetha Gopalakrishnan, Director, FLTC;
2. Start and complete work on my project during the Spring/Summer 2015 semesters;
3. Implement my project in the Fall or Winter Semester of the 2015-2016 academic year;
4. Make arrangements to obtain the necessary permission for any copyrighted material that I may be using in my project;
5. Share information about the development, implementation and impact of my project at a FLTC Brown Bag event;
6. Make arrangements with appropriate administrative personnel, Pam Saenz, to process paperwork related to hiring student assistants or technical help (Note! Paperwork needs to be processed before hired assistants begin to work.);
7. Make use of grant funding by Sept. 1, 2015;
8. Provide an expense report on the use of funds by September 1, 2015;
9. Provide a final report (see 2 below) on your project by the end of the Fall 2015 semester, or the end of the Winter 2016 semester if implementing in the Winter 2016 semester;
10. Consult with Sangeetha Gopalakrishnan for support and advice about any concerns or major roadblocks I may encounter as I work on this project;
11. Return project funds if I do not complete the project as planned by Sept. 1, 2015.

I understand that unused grant funds and/or FLTC labor will not be available to me after Sept. 1, 2015.

1. The planning meeting is intended to establish a clear understanding of your instructional need(s), project goals, scope, timeline and instructional design; identify types of assistance you will need to complete your project (e.g. technical student assistant, content research assistant); and address any recommendations made by the Committee that evaluated your application.

2. The final report should contain information about how your project was developed and implemented, feedback and reactions from your students, and your evaluation of the project. Please also include an estimate of the time you and others spent on the various tasks involved as this will be helpful to those planning similar projects in the future.

Signature: ___________________________________________________________________

Date: ____________________________________________________________________