Impact Grant Application Guide


The goal of the application is to help you describe your proposal to the committee. The suggestions below are intended to help do this.

In general, we recommend that you remember that the committee includes students, staff, and faculty from other areas, so it is best to avoid specialized terminology and not to assume that they will know the details of your department or even college. Clear direct sentences also work best.

Page 1: Submitter Info

In addition to helping us communicate with you, the information on this page will help the committee gauge the departmental support for your project. The goal of the Impact Grant program extends beyond individual courses or instructors. The goal is to develop innovative uses of learning technology that can enhance multiple courses for several instructors. Strong departmental support makes these additional impacts more likely.

Page 2: Project Overview

Project Title

Descriptive, active verbs generally make better project titles.

Share the course catalog number for the proposed grant project course

This reference number will help Committee members find out more about your existing course as it is, should they wish.

Describe the course you plan to use during the pilot study. > Please include: * Its role in the department * The current student and faculty course experience (i.e., "the before")

The better the Committee understands the course as it is, the better they can understand the improvements you propose to make.

This description should differ from the course-catalog description. Most helpful for the Committee will be information about things like the learning objectives of the course, the typical number of enrollments per term, a typical day in the class, how student learning in this course feeds into their future work, problems that emerge from the current course
design, and similar information. Most helpful is information about aspects of the course that the Grant work would impact.

For example, a description might include a sentence like "All instruction is currently illustrated by instructors writing on chalkboard and speaking unamplified to 200+ students."

Describe the student and faculty experience in the course as you want it to be (i.e., "the after"). > Further, describe how you will know the changes have been an improvement (i.e., the success criteria).

This is the elevator pitch. The solution. Describe what you will want to achieve, why it will be an improvement, and how you will know it has succeeded. Focus on the student and instructor experience. (Don’t worry about how this will happen: that is the next question.)

Brief, precise, active descriptions generally best persuade the Committee. (We recommend against identifying specific software/hardware solutions (brand-names), as we hope that part of the OCIO’s role in the project will involve helping to choose specific tools.) The description needs to provide enough detail for the committee to imagine the improved classroom as a plausible outcome.

For example: "Instructors use touch-screen monitors and projectors to display and annotate lecture notes, while their lecture is amplified within the room, as well as recorded and broadcast via web conferencing software. This enhanced delivery and the ability to review lecture recordings should improve student comprehension and retention, which will be reflected in improved exam scores."

Describe the work that remains to move your course from "the before" to "the after". > For example, describe project/course components that need to be defined, developed, or created (e.g., course content, videos, new assignments, and so on) > If related project work has already begun, describe what has been accomplished.

Who will need to do what to achieve the student/instructor experience described in the previous question? Again, avoid brand-specific proposals, but identify solutions in general terms. What major technological and curricular changes are required? Note: the Impact Grant generally cannot fund hardware or architectural work, so if these kinds of changes are required, please identify how they will be provided outside the grant.

For example: "The course will need to be scheduled in a classroom equipped with touch-screen technology, and an account will need to be established with a web-conferencing service (e.g., Adobe Connect, Skype, or other). Instructors will need to be trained in the use of these technologies, and the recorded lectures will need to be made available to students. Current course materials will need to be reviewed to ensure compatibility."
Page 3: Money and Personnel Resources

Describe the project team > Number > Names of confirmed team members & Expertise or experiences brought to the project

It is understood that these are approximate numbers. The goal of this section is to convince the committee that there are enough resources to complete the project with ODEE support.

Describe how you anticipate using the 200 ODEE support hours toward your project.

One goal of the Impact Grant is to enhance the skills of ODEE staff. We also hope to direct Impact Grants toward projects that might not succeed without our support. Please describe what skills and resources we can provide that are not otherwise available.

List the anticipated required resources (money and personnel time) > It is understood the budget and personnel time listed are tentative and will change during the project. * Keep in mind the minimum 1:2 (nonODEE:ODEE) dollar matching obligation; no matching obligation exists for personnel time. * Maximum listed ODEE contribution should be $15,000 and 200 hours. * Questions should be directed to Itgrants@osu.edu. >>Departmental, unit, area, or outside resources + Dollar amount + Personnel contribution + Anticipated uses of money resources

It is understood that these are approximate and speculative numbers. The goal of this section is to persuade that the changes described on the previous page can be plausibly achieved by the people described above within the 1-year time-frame of the grant.

Page 4: Additional Information

How will this work be integrated and sustained after the grant period has ended? > For instance, * Name other courses this project could be adapted to. * Name other departments that could benefit from the project. * Describe skills students will gain for future courses or employment.

A central goal of the grant is to maximize its impact: the number of students, depth of impact, etc.. The best descriptions are concentric: other sections of this course, similar courses, other courses in the department, in the college, and beyond. It helps to identify other instructors who have expressed interest in making similar changes to their teaching, as well as technical or curricular units in your area who can help institutionalize the change.
Share any other information the Recommendation Committee should know about this proposed project.

Past experience with similar projects, research you have conducted, models of similar projects you have seen at other institutions: whatever might help the Committee understand what you hope to accomplish and believe that (with the grant) you will have the skills and resources to accomplish it.

Page 5: Supplementary Documents + Confirmations

Attach optional application addenda (2 documents maximum)

It is encouraged (but not required) that you upload at least one $100 bill. :-}