

TIGERS

Technology Integration Grants for Educational Resource Sharing

Sponsored by:

CSU Community of Academic Technology Staff (CATS) and the CSU Center for Distributed Learning (CDL)

Eligible Recipients: CSU Academic Technology Staff

Due Date for Proposals: May 4, 2001

Notification of Grant Awards: June 1

Project Completion Deadlines: No later than February 15, 2002.

Distribution: All products of TIGERS will be distributed through CATS-MERLOT, regional CATS meetings, or other venues as deemed appropriate

Initiated in 1999, TIGERS grants are awarded to CSU academic technology staff for the purpose of creating technical tools and other instructional support resources that can be shared throughout the CSU system to increase the quality and quantity of integrating technology into the learning and teaching process. A total of \$15,000 is available for 2000/2001 TIGERS projects.

The following are the 2000/2001 TIGERS proposal categories:

- The conversion of existing high-quality software applications to make them web-accessible. Examples can include conversion of existing instructional software or training tools to make them available to a wider audience. Other projects could include documentation of a method or practice to make it reproducible by others, or packaging of a customized software implementation to make it usable by others; examples might include system administration or lab management tool or method. Priority will be given to projects that clearly show potential benefit to multiple CSU campuses.
- Professional development grants. This program will fund CATS members' attendance at relevant professional meetings, conferences, or trainings for the purpose of sharing this expertise with other CATS members. TIGERS recipients will be required to share what they learned with other CATS via Horizon Live, video conferences, teleconferences, or other methods.
- Regional CATS workshops. CATS members will be funded to provide workshops on topics of value to the community, and to the CSU, at selected regional sites.

Proposal Requirements

- The project must be consistent with the purpose of the TIGERS funds, i.e., it must address a significant common need within the system, with multi-campus benefits for the CSU.

- The total funding requested from TIGERS may be in any amount up to the total amount available for the program (\$15,000), but smaller projects that can be completed and distributed quickly are encouraged.
- TIGERS grant money can be used for staff time (in the form of release time or stipends), travel, supplies, or specialized software needed to complete the project. Hardware may not be purchased with TIGERS grant funds.
- The proposal must include a cover page, a narrative of no more than two pages detailing the project, and brief, pertinent biographical information about the staff member(s) working on the project and their ability to complete the project.
- If the project would make use of campus resources (e.g., computer or media equipment, software) or matching resources (e.g., travel funds, staff time), the proposal must be signed by a campus official authorized to commit those resources to the project.
- TIGERS recipients will be required to deliver their products and submit a written report to the CDL no later than February 15, 2002. Preference will be given to projects that have early start and delivery dates. Recipients will also be required to work with the CATS Coordinator to create a realistic timeline and, in the case of initiatives 2 and 3, to develop and market workshops, meetings, or other methods of disseminating the project.

Proposal Format and Submission Procedures

To be considered for TIGERS funding, one paper and one electronic copy (in pdf or MS Word format) must be submitted to Abbe Altman, CSU Center for Distributed Learning, 1801 E. Cotati Ave., Rohnert Park, CA 94928, abbe@cdl.edu. Proposals must be received before 4:30 p.m. on Friday, May 4, 2001. Proposals received after this deadline will not be considered.

The required proposal components (listed below) must be on 8.5" x 11" paper. A template containing all the proposal elements is available at the CATS website, <http://cats.cdl.edu>.

Each proposal must include the following components:

- Cover Page. This page must include a descriptive title for the project; an indication of which proposal category the submission addresses; the name of the proposer (and other project staff members, including the campus, and contact information (telephone, email, fax). The proposer (and other project staff members) must sign the cover page, and must provide contact information (telephone, email, fax) and obtain the signatures of appropriate supervisors and/or officials authorized to commit the staff and/or other resources that may be specified in the proposal.

- Narrative. The proposal narrative must be no more than two pages in length, in type no smaller than 10 point, and with margins of at least 1 inch on all sides. It should address the nature of the project and how it fits with the purpose of the 2000/2001 TIGERS initiatives, and should include a description of the work to be done and a timeline for completion. It should be responsive to the proposal requirements detailed above. Goals, objectives, and deliverables must be clearly developed.

- Reference and Source Material. In the case of Category 1, the software that is to be converted must be provided along with the proposal. This may be provided in the form of a CD-ROM or videotape (VHS, SuperVHS, and digital formats are acceptable). In the case of Category 2, a URL or text-based documentation describing the conference or training the project staff member(s) wish to attend must be provided along with the proposal.

- Budget. The budget must specify the proposed expenditures. It should indicate what resources are being requested (e.g., personnel, specialized software, travel, fees). Listing of personnel should include their roles on the project and the number of hours estimated.

- Biographical information. Summarize briefly what experience and education qualify the proposer (and other project staff members) to conduct the project. Total biographical information for all participants may not exceed one page.

Review Process

TIGERS proposals will be reviewed by a panel consisting of the Senior Director of Academic Technology Initiatives, the Acting Director of the CSU Center for Distributed Learning, the CATS Coordinator, a CATS member, and an Academic Computing Director and Faculty member to be selected from within the CSU. Reviewers will perform an initial evaluation of all proposals. The panel will then meet to discuss the proposals and formulate recommendations. Proposers may be asked to meet with the review panel to discuss their proposals and answer questions. The recommendations may involve a revision of a project or budget, which would then be discussed with the proposer before final awards are made.

Proposers of projects recommended for funding will be contacted by telephone by June 1, 2001.

Questions may be addressed to Abbe Altman, CSU Center for Distributed Learning, at 707.664.4341 or email: abbe@csl.edu.