**ATC | Academic Technology Committee**

**Use this form only for grants requesting $100 or less**

**Small Grant Proposal Guidelines**

1. Grants are for the purchase of new technology (including new software, hardware, apps, or one-time subscription or license payments) with the purpose of evaluating the integration of technology into teaching. Proposals requesting technology primarily for faculty research will not be considered. Technology that has already been purchased may be eligible for reimbursement provided it was purchased with personal funds. Purchases made with external funding or university funding are not eligible for reimbursement. In order to claim reimbursement, ATC requires a receipt for the purchase from the vendor and a copy of your personal credit card or bank statement showing the itemized charge. Personal information not pertinent to the purchase should be blackened out prior to submission.
2. Grant proposals for technology totaling $100 or less must be submitted by using the proposal form below. Proposals for technology with a total price over $100 should use the standard grant form listed on the ATC website. Submissions for small grants are accepted by ATC on a continuing basis year-round, including winter and summer terms.
3. Ongoing maintenance and site licenses are generally not funded. The first purpose of ATC grants is to purchase new software, apps, or one-time subscription or license payments in order to evaluate their possible use to enhance a course or courses. Depending upon availability of funds, grants may be awarded for ongoing maintenance, a site license, or a software upgrade, provided that it is needed to enhance a course
4. Proposals should reflect the goals of a department and serve as models for other faculty.
5. *At the end of the term in which the technology is implemented, grant recipients are required to submit a brief report via email to the chair of ATC*. The one-paragraph to ½ page report should state how the technology was used, give a specific example of its intended usefulness in the recipient's teaching, and explain whether/how the recipient’s teaching benefited from the purchases of this grant.
   * ATC reserves the right to post grant applications and final reports on the Technology website.
   * Reports must be submitted before reapplying for future ATC grants and recipients who do not submit a final report will not be given priority on future ATC funding requests.
   * It is possible that ATC will request more information on the recipient’s use of the grant so that the recipient’s experience can assist future applicants in their grant applications.

**Purchasing Process**

If your grant is approved, please follow these instructions for reimbursement.

1. Forward a copy of the grant application and your receipt(s) to Mel Brown, Assistant to the CIO (x5055 or [mbrown30@elon.edu](mailto:mbrown30@elon.edu)).
2. Mel Brown will contact you for cash or check reimbursement.

**ATC Small Grant Proposal**

**Directions** Fill in the boxed areas below with the requested information.  
The entire proposal document should not exceed 3 pages (including guidelines page).

Save the document and email to ATC chair Travis Maynard ([tmaynard3@elon.edu](mailto:tmaynard3@elon.edu)). Have your department chair sign a paper copy and mail to Christopher Waters (5055 Campus Box).

Proposal Author, Department, Email Address (all on one line if possible)

Name and Description of Requested Technology (include web link if available)

Requested Funds (include source of price if different than above)

$

Short-term instructional need, challenge, or problem addressed by technology  
(be sure to explicitly indicate how students will benefit from use of technology)

Is the equipment necessary to utilize and/or evaluate this technology available to you?

Were you funded by ATC previously? If so, state the semester and year you filed a use report and briefly state the outcome of previous funding.

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Signature of Main Contact’s Department Chair Date

FOR ATC USE ONLY BELOW THIS LINE

Supported by Director of Technology Support?

Yes | No

Comments from the Director