**ATC STANDARD FORM GRANT APPLICATION RUBRIC**

**Be sure your application fulfils the items below prior to submission.**

**Feel free to contact the Committee Chair, or any committee member, if you are unsure.**

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|  | GUIDELINE | Comments |
| A | Is your goal to purchase technology (hardware, software)? | If no, consider another source of funding. If you feel your case is an exception, contact the ATC chair. |
| B | How will this tech be integrated into your teaching? | 1. Course numbers? 2. Role of tech in this class? 3. (repeat a and b as needed) |
| C | Is a portion of your grant’s goal to assess this technology for its possible effectiveness in your classroom? | Goal of grant is to allow you to ‘test out” this technology for effectiveness. If you already know from experience that it’s effective or if it’s a “maintenance item,” consider another source of funding. |
| D | Is this technology primarily for research? | See above and consider another source of funding. |
| E | Does your request fit with the goals of your department? | “Proposals should reflect the goals of a department and serve as models for other faculty.” |
| F | What is the cost of your tech? | * If < $150, complete the Expedited Grant form instead. * If > $2,000, know that grant awards usually do not exceed $2000; be prepared to search for other funding. |
| G | Will you require an upgrade to standard hardware (e.g. a new laptop) hardware to utilize the tech within your grant? | Upgraded standard hardware (e.g. a higher-powered computer) is not the goal of ATC grants.   1. Will be considered on a case-by-case basis, and depends on the intended purpose of the tech 2. May be considered, but must be compatible with existing tech infrastructure |
| H | When do you need it? | Best is > 3 months and <12 months from date of application. |