**ATC | Academic Technology Committee**

**Use this form only for grants requesting over $150**

**Standard Grant Proposal Guidelines**

1. ATC grants are for the purchase of technology (including new software, hardware, apps, or one-time subscription or license payments) with the purpose of evaluating the integration of the technology into the recipient’s teaching. The goal of ATC grants is to allow the recipient the opportunity to evaluate an item of technology for its ability to enhance a course or courses. Submissions for standard grants are accepted by ATC on a continuing basis from planning week to March 31 of the same academic year.
2. In light of the goals stated in #1, proposals requesting technology primarily for faculty research or for reimbursement of technology already purchased with other funding will ***not*** be considered.
3. Also in keeping with the goals stated in #1, applications for ongoing maintenance and large site licenses are generally ***not*** funded. Depending upon availability of funds, grants *may be* awarded for ongoing maintenance, a site license, or a software upgrade, provided that it is necessary to enhance other technology now being evaluated within a course.
4. Grant proposals for technology exceeding $150 must be submitted by using the proposal form below. Proposals for technology with a total price of $150 or less should use the Expedited Grant form listed on the ATC website.
5. New or upgraded equipment/hardware needed to utilize the software is ***not*** the primary purpose of ATC grant funds, but the committee will attempt to facilitate the acquisition of such equipment and may choose, on a case-by-case basis, to fund such equipment. In general, requested software must be compatible with existing technology infrastructure.
6. Grant awards ***do not exceed*** ***$2,000***. ATC will consider co-funding grants alongside other sources of funding such as departmental funds or other internal/external grant organizations.
7. Requests for software must be limited to either a single copy of software for feasibility evaluation, or the grant must cover enough copies for every machine in a computer lab.
8. Although the requested technology may be for immediate use, Information Technology may require some additional time to install the technology, especially software for labs. The expectation is that the technology will be used within a year of award date.
9. Proposals should reflect the goals of a department and serve as models for other faculty.
10. *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.

Potential proposal writers are encouraged to:

* Contact ATC chair Ben Hannam (x5752 or [bhannam@elon.edu](mailto:bhannam@elon.edu)) or any ATC member with questions, comments, or concerns. A list of ATC membership is available online: <https://www.elon.edu/u/academics/atc/>
* Consult with Information Technology about the availability of existing hardware and software on campus, the use of technology in teaching and learning, etc. Questions can be directed to and consultations can be requested through the Technology Service Desk (x5200 or the [IT Self-Service Portal](https://elon.teamdynamix.com/TDClient/Home/)).

**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 (Ben Hannam, [bhannam@elon.edu](mailto:bhannam@elon.edu)) |
| 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. |

**ATC** **Standard Grant Proposal**

**Directions** Fill in the boxed areas below with the requested information.  
The entire proposal document should not exceed 6 pages (including guidelines page).  
Save the document and email to ATC chair, Ben Hannam ([bhannam@elon.edu](mailto:bhannam@elon.edu)). Have your department chair sign a paper copy and mail to Ben Hannam (2850 Campus Box).

Proposal Title

Proposal Author(s) (for multiple authors list main contact person first)

Main Contact Email Address and Phone Number

Department(s) represented by authors

Total Dollar Amount Requested (use information from *Feasibility* section at end of proposal)

$

Proposal Abstract

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. (limit text to this page)

EDUCATIONAL INFORMATION (Limit responses in this section to 2 total pages)

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

Primary Intended Use of Technology

Secondary Intended Use of Technology (optional; if none, write n/a)

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

Long-term impact of the technology on teaching & learning in your department.

Additional departmental goals met by use of this technology (if none, write n/a)

Long-term impact of the technology on teaching & learning at Elon.

FEASIBILITY INFORMATION (Limit responses in this section to this page)

Planned time the technology will begin to be used (if immediately then state so)

Equipment necessary to utilize and/or evaluate this software

Specific offices, labs, or other locations where software will be installed or hardware will be stored

To your knowledge, is this software or hardware already installed or available elsewhere on campus?  
If so, indicate why you are making this grant request

Source(s) of any other funds available for the technology (if none, write n/a)

Requested Funds: indicate items being requested and include any additional costs, such as consultants needed for installation. Feel free to include any vendor quotes or PDFs from websites (ex. shopping cart items) that will provide the committee with information about the specific items to be purchased.

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| --- | --- | --- | --- | --- | --- |
| **Qty.** | **Item name** | **Description of item** | **Hardware or software?** | **Unit Price** | **Extended Price** |
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**TOTAL: $\_\_\_\_\_**

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Signature of Main Contact’s Department Chair Date