

UNIVERSITY OF LOUISVILLE
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
TECHNOLOGY MINIGRANTS----DRAFT
(rev. as of November 27, 2001)

Guidelines

Eligibility	Full-time faculty members, pairs of faculty members, and groups of faculty members.
Purpose	The MiniGrant's purpose is to provide funding to support the use of technology in the College. "Technology" is defined as "electronic tools for instruction, research, and productivity."
Exclusions	Travel to conferences or meetings.
Preference	Preference will be given to proposals that: a) Represent collaboration among colleagues; b) Promote innovative uses of technology in College of Education and Human Development classes/activities; and c) Show the greatest benefit for the amount of money requested. Other proposals will be considered, as funds are available. Priority will be given to purchases as follows: 1) hardware; 2) software; 3) media; and 4) consultants.
Evaluation Criteria	Proposals will be evaluated on the degree to which they: 1) Describe collaborative efforts among colleagues; 2) Promote innovative use of technology in instruction; and 3) Demonstrate maximum impact from budget expenditures. You may be asked to attend the Technology Committee meeting during which the proposal is being considered.
Maximum Amount	\$500 (generally). Some proposals may be partially funded.
Budget	Prepare carefully. Supply documentation of costs with your application when possible.
Completion Deadline	Funds must be expended no later than June 1 of the budget year of the award. Any fund balance must be returned to the Technology Committee at the end of the fiscal year.
Report	Grant recipients must schedule a demonstration for the Technology Committee in the semester after the project is completed. The written report should show the use of the technology and document its impact. Samples of the project work may be placed on the Video Information System.
Application Deadline	Flexible. Awards may be made until the budget is spent.

**UNIVERSITY OF LOUISVILLE
 COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
 TECHNOLOGY MINIGRANT APPLICATION**
 (rev. as of November 27, 2001)
 Return to Richard Fee (Crawford gym 211A)

	APPLICANT #1	APPLICANT #2
NAME		
DEPARTMENT		
PHONE CONTACT		
Date of Application: _____		Amount of Request: _____

APPLICATION STATEMENT DIRECTIONS:

Attach a statement (generally, one page should suffice) that describes your proposal so reviewers will understand what you have in mind. Be certain to include information relating to these items:

- (1) title
- (2) specific purpose(s)
- (3) what makes project innovative
- (4) whether you have seen "it" being used and what you learned from that demonstration
- (5) course(s)/activities affected
- (6) students and/or faculty to benefit (how, number)
- (7) how demonstrate/support collaboration
- (8) previous MiniGrant awards received (year, amount, purpose)
- (9) month/year to provide written, final report and/or to demonstrate finished project and its impact

WRITTEN, FINAL REPORT DIRECTIONS:

Among other things, the written, final report include information relating to (5), (6), and (7) above.

BUDGET DETAILS:

AMOUNT

TOTAL: _____

SIGNATURES:

	Date
Applicant #1	
Department Chair	Date
Tech. Comm. Dept. Rep.	Date

	Date
Applicant #2	
Department Chair (if other department)	Date
Technology Committee Chair	Date