The Office of Assessment and the University Assessment Council invite applications for assessment project mini-grants. These grants are available for individuals, programs, or departments to develop or improve assessment practices related to course or program-level student learning outcomes assessment. A total of $15,000 will be available for FY 2014, with ten or more grants of up to $1500 awarded.

While all assessment-related proposals will be considered, funding priority will be given to projects that address one or more of the following topics:

1. Program-Level Assessment – Examples of possible projects include but are not limited to:
   - Engaging students in assessment planning
   - Organizing faculty or staff development specific to assessment in the discipline or program
   - Improving data collection and management processes
   - Involving adjunct or teaching assistants in assessment
   - Researching disciplinary models for assessment and applying findings to improve current practices
   - Increasing student learning opportunities by using curriculum or activity mapping

2. Course or Program Assessment Methods – Examples of possible projects include but are not limited to:
   - Developing or refining rubrics for program-level assessment
   - Evaluating reliability and validity of multiple-choice tests
   - Developing or revising assessment methods or instruments used across multiple courses for program-level assessment (course-embedded assignments, exams, portfolios, etc.)
   - Designing or revising surveys used for indirect assessments of student learning
   - Conducting a syllabus audit of multiple section courses to establish common learning outcomes
   - Conducting focus groups with students

3. Analyzing and Using Assessment Results – Examples of possible projects include but are not limited to:
   - Creating systematic processes for sharing and acting on assessment results at the program-level
   - Evaluating usefulness of current data for answering questions about student learning outcomes
   - Developing communication strategies for sharing results with relevant stakeholders
   - Improving inter-rater reliability for assessments analyzed by two or more individuals

Eligibility Requirements
- Faculty and staff on contract during FY 2014 (July 1, 2013-June 30, 2014)
- Academic, student services, and co-curricular departments or programs that have student learning or development as part of the program mission
- Individuals or teams of two or more people may apply

Award Requirements
Successful applicants will be required to complete the following activities at the conclusion of the project:
- Submit a brief (no more than 3 pages) report describing the project, its outcomes, and how the results were or will be used. Due to the Office of Assessment by July 1, 2014.
- Give a poster or oral presentation about the project at the 2014 UNC Annual Assessment Fair. Presentations can discuss in-progress or completed projects. An abstract request will be sent in early spring 2014.

* Examples are adapted from suggestions posted by Valley City State University at http://www.vcsu.edu/develop/vp.htm?p=1867.
**Allowable Costs**
The grant may be used to fund any expense allowable under UNC fiscal policy. Examples to consider include the following:

- Assessment books, resources, or instruments
- Summer assessment planning retreat
- External consulting from disciplinary experts in assessment
- Hourly student employment to assist with data collection and/or analysis
- Faculty/staff development resources

The award of funds is a contract between the applicant and the Office of Assessment. All funds must be expended by the end of fiscal year 2014 (June 30, 2014). Deviations from the proposed use of funds must be approved by the Director of Assessment in advance of the change.

**Proposal Process and Deadlines**
Provide a written proposal that includes the following:

**Cover Page**
- Applicant or Team Leader’s name and contact information
- Applicant’s Department or Program
- Names of other team members if applicable
- Project Title
- Signatures: Applicant/team leader, Chair or Director, and Dean or AVP

**Narrative (3 page limit)**
- Purpose and goals of the project
- Timeline of major tasks and activities, including start and end dates
- Plans for sharing project results and using outcomes for improvement purposes

**Budget Narrative**
- Detailed budget that includes the amount requested and brief description of how the funds will be spent
- Provide information about other funding sources that will support the proposed project and how the assessment mini-grant will supplement those funds

**Sample Budget**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 copies of book <em>Assessing Academic Programs</em> (10 @ $25.00/copy)</td>
<td>$250</td>
</tr>
<tr>
<td>Official functions – light refreshments for monthly book discussion and lunch for workshop</td>
<td>$200</td>
</tr>
<tr>
<td>Honoraria and travel expenses to bring disciplinary assessment expert for full-day workshop</td>
<td>$1000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1450</strong></td>
</tr>
</tbody>
</table>

The deadline for submission is **May 31, 2013**. If funds are available, a second round of review will be conducted in the fall with a **September 1, 2013**, deadline for submission.

Proposals should be submitted in hard copy to Kim Black, Director of Assessment, Carter 4008, Campus Box 9. Contact Kim Black at 970-351-1102 or kim.black@unco.edu for additional information.