



Assessment Project Mini-Grants 2018 Call for Proposals

The University Assessment Council invites applications for assessment project mini-grants. These grants are available for **faculty and staff** to support assessment projects that promote improvements in teaching, learning, program delivery, and curricular enhancements. A total of \$15,000 will be available for Fiscal Year 2019, 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
 - Assessment of co-curricular learning and development experiences
 - Organizing faculty or staff development specific to assessment in the discipline or program
 - Involving adjunct or teaching assistants in assessment
2. 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 used across multiple courses or activities for program-level assessment (course-embedded assignments, exams, portfolios, etc.)
 - Designing or revising surveys used for indirect assessments of student learning
 - Conducting focus groups with students and/or other stakeholders
 - Improving inter-rater reliability for assessments analyzed by two or more individuals

Information about previously funded projects is available here: [Past Assessment Mini-Grant Projects](#) (scroll down to the section on Assessment Mini-Grants).

Eligibility Requirements

- Faculty and staff on contract during FY 2019 (July 1, 2018-June 30, 2019).
- 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. Students may participate as team members; however, a faculty or staff member must serve as the PI for the project.
- Applicants may submit only one application on which the individual will serve as the PI. There are no restrictions on the number of applications on which an individual may be listed as a team member.

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, 2019.
- Give a presentation about the project at the 2019 UNC Annual Assessment Fair. Presentations can discuss in-progress or completed projects. An abstract request will be sent in early spring 2019.

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 university. All funds must be expended by the end of Fiscal Year 2019 (June 30, 2019). 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, title, and contact information
- Applicant's department or program
- Name, title, and department or program of other team members if applicable
- Project title
- Signatures: Applicant/team leader, Chair or Director, Dean (electronic signatures okay)

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

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

Proposals should be submitted by February 19, 2017, for priority review. Proposals submitted after that date will be considered until all funds have been awarded.

Proposals may be submitted in hard copy to Kim Black, Director of Assessment, Carter 4008, Campus Box 9, via fax at (970) 351-1880, or scanned and emailed to kim.black@unco.edu. Contact Kim Black at 970-351-1102 or kim.black@unco.edu for additional information.