

# Pottruck Technology Resource Center, Simmons College

## Grant Program: Funding Opportunities for Staff

### Technology Support Mini-Grant

*Deadlines for Proposals:*

- October 15
- February 15
- July 15

Download copies of the proposal forms and spreadsheets at

<http://my.simmons.edu/services/technology/ptrc/funding/forms.shtml>

# Table of Contents

<b>I.</b>	<b>About the Grant Program.....</b>	<b>p. 3</b>
<b>II.</b>	<b>Technology Support Grant.....</b>	<b>p. 8</b>
	Guidelines	
	Application Forms	

## About the Grant Program

The Grant Program, administered by the Pottruck Technology Resource Center (PTRC) at Simmons, was founded in fall 2000 as the result of a generous gift from Emily Scott ('78) and David Pottruck. The purpose of the Staff Technology Support Grant program is to assist individuals or collaborative groups of staff whose technology projects enhance or streamline job productivity at Simmons.

### **What Kinds of Funding is Available for Staff?**

The Grant Program funds up to \$2,500 for each project that is awarded a Technology Support Grant. There are four proposal deadlines each year for Technology Support Grants.

Up to five Technology Support Grants will be awarded to fulltime staff members annually. In addition to funding, grant recipients receive priority in access to PTRC staff consultation and resources.

### **What Types of Projects Get Funded?**

Proposals should be for projects that would be unfeasible without PTRC Grants Program funding and resources. Only one proposal per person or team for the granting period may be submitted. All proposals must have departmental matching funds or significant, documented, in-kind support.

In particular, the program is intended for projects that pioneer new technology or innovative uses of existing technology to enhance job productivity at Simmons. Preference is given to projects that meet the following proposal *Criteria for Excellence*:

- Foster best practices in work place productivity at reasonable cost;
- Target one or more strategic goals of the College;
- Result in competency for the greatest number of employees;
- Have significant support or matching funds from departments supported by the signature of a Dean or Vice President;
- Include a process for ongoing project assessment and documentation;
- Gather and provides evidence of outcomes;

- Are presented in a clear format with sufficient supporting documentation, including clear goals and measurable outcomes; and
- Results in models that benefit others campus wide.

If you have an idea for a project that *does not* match these guidelines, please contact Sponsored Programs at X2411 to explore funding alternatives.

### **What Is (and Isn't) Covered By the Grants?**

Grant funds *may* be used for the following expenses:

- Hardware and/or software
- Specialized equipment
- Supplies for instructional materials
- Books, periodicals, and electronic resources
- Relevant conference or presentation travel (as approved by PTRC)
- Technical training not available internally at Simmons
- Production services not available internally at Simmons
- Student worker or other clerical wages for specified production activities which are not already covered by other departmental budgets
- Mentoring time from the PTRC or Media Services Staff, in the form of regularly scheduled appointments on campus

Grant funds *may not* be used for the following expenses:

- Direct or indirect support of student independent study
- Living expenses while conducting research at specialized research facilities
- Salary or wages for staff involved in the grant project, other than the dedicated time away noted above

### **How Do I Apply?**

Detailed grant guidelines and forms are on the following pages. Applicants are strongly encouraged to discuss project ideas ahead of time with the Director of Academic Technology and to seek design consultation before developing a proposal. To aid staff in the preparation of proposals, examples of successful proposals are available for reference. Please address questions to the Director of Academic Technology at X2665.

### **What are the Deadlines?**

The Director of Academic Technology will accept letters of intent and grants proposals until 4:30 PM of the following dates:

- October 15
- January 15
- March 15
- July 15

### **How are Proposals Evaluated?**

Proposals are evaluated by the PTRC Staff and the Grants Oversight Committee through a competitive process (see the proposal *Criteria for Excellence* on page 3). The PTRC Staff will read proposals within five weeks of submission deadlines. The PTRC staff will make funding recommendations subject to the approval of the Grants Oversight Committee. The PTRC Staff and Grants Oversight Committee may ask for clarification of proposal details. Funding decisions are usually made and announced within six weeks after a proposal submission deadline.

### **When Do Funds Become Available?**

Funds will be made available to successful applicants two weeks after the letter granting funding has been sent.

### **Are There Any Other Terms and Conditions?**

*Due Diligence Prior to Submission of Application:* If computing hardware/software purchases are requested, written verification from the appropriate technology office must be attached to the application, indicating that the hardware/software is not available at Simmons and that it is compatible with networks and Simmons computing standards.

Applicants must attach written verification of the availability of production materials, equipment, research resources, media services, and training so that any direct purchase does not duplicate resources that are available within the Simmons Community.

*Reporting Requirements and Acknowledgements:* Report forms are sent to award recipients along with award letters. Grant recipients must submit progress reports each semester detailing:

- Current status of the project
- Plan for completing the project

- Projected date of project completion
- Projected date of final report submission

Each grant recipient must submit a final report at the completion of the project summarizing:

- Methods, activities of the project
- Expected and unexpected results of the project
- Overall evaluation of the significance of the project at Simmons
- Any difficulties encountered in the grants process that should be brought to the attention of the Oversight Committee

In addition, the final report must verify that any publication/presentation resulting from the project acknowledges PTRC grants funding.

*Completion of Projects:* Projects must be completed during time period for which they are funded. Additionally, participants in funded projects are obligated to make a presentation on their project results at an appropriate training event designated by the PTRC staff. Funding may be withdrawn from recipients who do not show consistent progress toward project completion.

*Ownership of Equipment and Software:* All hardware/software purchased with grant money remains the property of the Pottruck Technology Resource Center; grant awardees should to retain original packaging materials for hardware/software and surrender it, along with the hardware/software, in good condition upon request by the PTRC.

*Patent/Copyright:* If the outcome of the grant project is likely to yield a result which is patentable or which should be copyrighted, a Memorandum of Understanding must be filed in the grants project file in the PTRC Office, clearly outlining the grant recipient's understanding of ownership, in accordance with existing College policies.

*Use of Human Subjects:* If human subjects are involved in the proposed project, investigators must obtain the review and approval of the College's Institutional Review Board (IRB). See the Chair of the IRB for further information prior to submitting the proposal for review by the PTRC Staff.

*Simmons College Acceptable Computer and Network Use Policy:* All awardees of grant funds are expected to abide by the provisions of this policy, which may be reviewed at the following address:

<http://my.simmons.edu/services/technology/policies/acceptable-use.shtml>

*Use of Animals:* If animals are involved in the proposed project it is necessary to advise the College's Animal Care and Use Committee. See the Director of Academic Technology for further information.

*Use of Radioactivity:* Radioactive materials can only be used by individuals licensed by the Nuclear Regulatory Commission currently under the jurisdiction of the Commonwealth of Massachusetts. See the Director of Academic Technology and Radiation Safety Officer for further information.

*Intellectual Property:* All awardees of PTRC Grants funds are expected to abide by the provisions of this policy, which may be reviewed at:

<http://my.simmons.edu/services/technology/policies/acceptable-use.shtml>

# Technology Support Grant Guidelines

The purpose of the Staff Technology Support Grant program is to assist individuals or collaborative groups of staff whose technology projects enhance or streamline job productivity at Simmons.

## **Eligibility**

All Simmons fulltime staff members are eligible to apply for a Technology Support Grant. Only one proposal per person or team for the granting period may be submitted. Previous awardees with incomplete grant projects may not re-apply.

Preference funding will be given to proposals that address the proposal *Criteria for Excellence* listed on page 3-4.

## **Level of Project Support**

A maximum of five Technology Support Grants will be made in amounts of up to \$2500 each annually.

## **Project Period**

The project period for the Technology Support Grant is generally for one or two semesters, depending on the complexity of the project.

## **Proposal Narrative**

Proposals must be clear, concise, and suitable for review by colleagues, the PTRC staff, the Grants Oversight Committee, and outside funding sources. The Committee suggests that applicants ask colleagues to proofread their proposals for clarity and quality of content before submission. To be successful, the narrative should include sufficient supporting documentation and demonstrate how the project meets the Grant program's funding preferences and *Criteria for Excellence* (see the criteria on page 3-4).

## Curriculum Technology Support Grants Application

Please review carefully the guidelines published by the Pottruck Technology Resource Center and the Grants Oversight Committee before submitting this application. The completed application for a Technology Support Grant consists of:

- This two-page cover document
- A narrative no longer than four pages
- Budget

**NOTE: You can download copies of this proposal form and spreadsheet at**

**<http://my.simmons.edu/services/technology/ptrc/funding/forms.shtml>**

## Application Information

**Project Title:** \_\_\_\_\_

**Amount Requested** \_\_\_\_\_

**Project Leader(s)**

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**Department** \_\_\_\_\_

**Position** \_\_\_\_\_

**Position** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Office Bldg./Room No.** \_\_\_\_\_

**Office Bldg./Room No.** \_\_\_\_\_

**Have you previously received a Grant Award?** \_\_\_yes \_\_\_no

**If yes, please write the project title and date awarded:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Project Information** *(Please limit your answers to the space provided below)*

**Brief Description of Purpose:**

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**Significance of the Project to the enhancement of work place productivity at Simmons:**

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**Brief explanation as to how this project supports specific strategic goals of the College:**

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**Signature(s) of Project Leader(s):**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Support from Dept. Chair or Manager** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Support from Dean or Director** \_\_\_\_\_  
**Date**

## Narrative

Please attach a proposal narrative to this cover document. The narrative should be:

- No longer than four double-spaced pages
- Edited for completeness, conciseness and clarity
- Written in a size-12 font that is easy to read

Please address the following points concisely:

- What is the need or opportunity you are addressing?
- In what ways does your project exemplify the Grant Program's *Criteria for Excellence*?
- How will the project enhance or streamline job productivity at Simmons?
- What are the project's objectives and desired outcomes? What is your strategy for accomplishing the project's objectives?
- What is the project timeline?
- What is your strategy for ongoing evaluation throughout the project so that you can make informed revisions along the way (formative assessment)?
- What is your plan for evaluating project results?

## Budget

You must use the PTRC budget spreadsheet on the next page, entering specific budget details for each category. Download the spreadsheet at

<http://my.simmons.edu/services/technology/ptrc/funding/forms.shtml>

Each item should clearly relate to a specific project activity. Use the check boxes to ensure that you have adequately provided all required justifications and attachments.

## Budget for Curriculum Technology Support Grant

<b>Budget for Technology Support Grant</b>		
	<b>Item Cost</b>	<b>Category Totals</b>
<b>Computer Hardware, Software, Specialized Equipment, Outsourced Production Services</b>		
Item Description		
Item Description		
<b>Totals:</b>		0
____ I have attached a valid quotation for the equipment listed above.		
____ I have attached statements from appropriate offices acknowledging that this equipment is compatible with Simmons computing standards and that production services/materials are available.		
<b>Supplies for Instructional Materials</b>		
Item Description		
Item Description		
<b>Totals</b>		0
<b>Books, Periodicals, Electronic Resources</b>		
Item Description		
Item Description		
<b>Totals</b>		0
____ I have attached a bibliography and justification to this budget page		
<b>Travel, Conference Fees, Outsourced Technical Training</b>		
Registration Fees		
Transportation		
Hotel		
Conference Registration		
Estimated Meal Cost		
<b>Totals</b>		0
____ I have included current quotations for registration fees, transportation, and hotels, plus a copy of the conference description.		
<b>Personnel (include cost of fringes)</b>		
Student Worker: Estimated hrs _____ @ \$_____ per hr		
<b>Totals</b>		0
<b>Total Grant Request (not to exceed \$2500)</b>		0
<b>Departmental Contributions</b>		
Item Description		
Item Description		
<b>Total Departmental Contribution</b>		0