

Arkansas Tech University Assessment Committee

APPLICATION GUIDELINES FOR RECURRING ASSESSMENT PROJECT GRANTS

The Arkansas Tech University Assessment Committee provides guidance and institutional strategies for the assessment of student learning throughout the University and encourages continued and recurring assessment projects that assist academic or academic support units in meeting their educational objectives.

Assessment refers to the collection and interpretation of data (quantitative and/or qualitative), which can be used to determine the extent to which expected goals and objectives are actually being achieved. Assessment involves describing the methods used and what progress is made in achieving student learning goals. Subsequent documentation should include measurement, analysis, and a determination of program effectiveness.

1. Eligibility

An individual or team representing an academic department or academic support unit may submit a proposal for a grant. Academic departments or support units may form a partnership with each other, but each project selected will be funded to a maximum of \$5,000 regardless of the number departments or units in the partnership.

2. Application Process

Each proposal must contain all elements specified below in the required format. Applicants are encouraged to submit their proposals electronically by e-mail to the head of the review committee.

The required elements of the proposal, described below, may not exceed 10 pages, using 12-point type and 1-inch margins. Attachments may be added as needed and do not count towards the page limit.

A. Cover Page

**APPLICATION FOR RECURRING ASSESSMENT
PROJECT GRANTS**

Arkansas Tech University Assessment Committee

Project Title:

Date:

Name of Applicant

Department

Phone

e-mail

1.

2.

Project Summary:

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Budget Summary:

Requested From ATU Assessment Committee	Item	Unit matching support (if available)	
<i>Amount (\$5,000 max.)</i>		<i>Amount</i>	
\$	Equipment ¹	\$	
\$	Supplies	\$	
\$	Personnel ²	\$	
\$	Travel ³	\$	
\$	Services	\$	
\$	Other	\$	
\$	= TOTAL amount requested from ATU Assessment Committee		

¹ The purchase of a computer or other major piece of office equipment cannot be covered by assessment grants.

² Limited to student labor (faculty salaries or release time cannot be approved) . The narrative must demonstrate that the student labor is directly related to the grant proposal only.

³ Must be directly related to the grant proposal and may be used to fund travel to/participation in conference focusing on assessment for the purposes of training, not scholarship. Additional documentation detailing travel expenses must be attached to this application.

B. Purpose/Objectives

Please describe a brief summary of the aims, objectives, and measurable outcomes of the proposed project.

C. Assessment methods to be used for attainment of objectives

Please describe the assessment methods to be incorporated into the proposed project. These may include capstone projects, papers, portfolios, surveys, interviews, focus groups, or other measures (for additional ideas, refer to the Assessment FAQ at <http://ir.atu.edu>).

D. Detailed Budget

Please provide a detailed itemized budget justification (i.e., cost per unit, detailed travel expenditures, etc.) Unallowable budget items include salary, computers; and the costs of major office equipment. The following would be a suggested format for the budget:

Itemized Proposed Budget Example:

Equipment	Unit Price	Quantity	Total
Classroom Receivers	\$		\$
RF Transmitters	\$		\$
Total Equipment Requested			\$
Supplies			
MFAT Exams	\$		\$
Scantrons	\$	pk	\$
Total Supplies Requested			\$
Personnel			
Student Labor	\$	hrs	\$
Total Labor Requested			\$
Travel			
Travel to assessment conference	\$		\$
Total Travel Requested			\$
TOTAL PROPOSED BUDGET			\$
TOTAL MATCHING FROM DEPARTMENT			\$
TOTAL REQUESTED FROM ASSESSMENT COMMITTEE			\$

E. Previous Results

Provide a brief description of how previous results have been regularly used to assess an academic program.