

# **Arkansas Tech University Assessment Committee**

## **APPLICATION GUIDELINES FOR 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 new and innovative 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 the description and documentation of methods used, and of progress made, in reaching educational goals or outcomes for the purpose of improving student learning and academic performance. The documentation includes 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. In the event that a grant is awarded, grantees are required to attend at least one University Assessment Committee meeting and give a brief presentation on the findings of the funded project. This presentation must be made by the date given on the grant application form. Grant applications are due by November 1 during a fall semester and March 1 during a spring semester.

### **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 ASSESSMENT PROJECT GRANTS**

Arkansas Tech University Assessment Committee

**Project Title:**

**Date:**

**Name of Applicant**

**Department**

**Phone**

**e-mail**

1.

2.

**Project Summary:**

--

**Budget Summary:**

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

<sup>1</sup> The purchase of a computer or other major piece of office equipment would not be approved.

<sup>2</sup> Limited to student labor (faculty salaries or release time would not be approved) . The narrative must demonstrate that the student labor is directly related to the grant proposal only.

<sup>3</sup> Must be directly related to the grant proposal and may be used to fund travel to/participation in conference focusing on assessment. Additional documentation detailing travel expenses must be attached to this application.

**B. Repeated request**

Has this department or program received funds from a previous assessment grant? If so, please describe, in detail how the results from previous projects have been used to enhance student learning.

**C. Purpose/Objectives**

Please describe the aims, objectives, and measurable outcomes of the proposed project or expectations of knowledge to be gained at conference.

**D. 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>).

**E. Enhancing student learning**

Please explain how the project findings or conference experience will be used for the improvement of student learning.

**F. 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				
Equipment	Unit Price	Quantity	Total	
Classroom Receivers	\$100.00	2	<u>200.00</u>	
RF Transmitters	\$50.00	100	<u>500.00</u>	
<b>Total Equipment Requested</b>			<b><u>250.00</u></b>	
Supplies	Unit Price	Quantity	Total	
MFAT Exams	\$100.00	30	<u>3000.00</u>	
Scantrons	\$25.00	1 pack	<u>25.00</u>	
<b>Total Supplies Requested</b>			<b><u>3025.00</u></b>	
Personnel	Unit Price	Quantity	Total	
Student Labor	\$5.25	20 hours	<u>105.00</u>	
<b>Total Labor Requested</b>			<b><u>105.00</u></b>	
Travel	Unit Price	Quantity	Total	
Travel to assessment conference	\$175.00	1	<u>175.00</u>	
<b>Total Travel Requested</b>			<b><u>175.00</u></b>	
<b>TOTAL PROPOSED BUDGET</b>			<b><u>3555.00</u></b>	
<b>TOTAL MATCHING FROM DEPARTMENT</b>			<b><u>1500.00</u></b>	
<b>TOTAL REQUESTED FROM ASSESSMENT COMMITTEE</b>			<b><u>2055.00</u></b>	

**G. Gantt Chart**

A Gantt chart is a bar chart that illustrates a project schedule. (Below is an example Gantt Chart.)

	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
Literature review	█	█	█	█	█	█	█				
Ordering supplies and materials		█	█	█	█						
Design Assessment Exam		█	█	█	█	█					
Administer Exam								█	█		
Analyze Data										█	█
Presentation											█

Should your proposal be approved, you will be responsible for following all state and university guidelines for purchasing, storing, and using equipment, products, or services. The account codes will be provided to your departmental secretary, who is then responsible for requisitions. **All purchases must be preceded by a purchase order,** and all purchase orders must be forwarded to Carey Roberts ([croberts@atu.edu](mailto:croberts@atu.edu)) upon approval.