# GUIDELINES FOR ASSESSMENT PROJECT GRANTS

The University Assessment & Accreditation office at Arkansas Tech provides guidance and institutional strategies for the assessment of student learning throughout the institution and encourages **new and innovative projects that** **assist academic or academic support (administrative) units in meeting their student learning objectives and goals.**

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 being achieved. An assessment project 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. Documentation includes measurement, analysis, and a determination of program effectiveness.

## Grant Eligibility

An individual or team representing an academic department or academic support unit may submit a proposal for a grant. Academic departments and/or support units may form a partnership, but each project selected will be funded to a maximum of $1,500 regardless of the number of departments or units in the partnership.

Post-project, the grant awardee is required to attend a [Student Learning Outcomes Assessment Committee](https://www.atu.edu/assessment/committee.php) meeting to provide a brief presentation on the findings of the funded project and submit a report documenting project measurements, analysis, expense report, and a determination of program effectiveness.

## Grant Proposal Process

1. Applications are due by October 10th and February 10th annually. Exceptions may be granted; contact the University Assessment and Accreditation office for consideration.
2. The Student Learning Assessment Committee reviews all grant proposals and makes determinations on awards.
3. Applicants are notified of the Committee’s decision in writing.
4. Grant awardees will be asked to provide departmental account information for a funds transfer and are responsible for following all state and university guidelines for purchasing, storing, and using equipment, products, or services.
5. All funds awarded must be used/requisitioned by the end of the fiscal year following all state and university guidelines. Any funds remaining will be returned to university funds.
6. An itemized expense report must be turned in to the Committee at the time of the presentation of project findings and final report.

Email the completed Assessment Project Grant application, along with any applicable attachments, as one document in PDF format to:

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