

IUPUI ePortfolio Grants
Request for Proposals for 2017-2018
Deadline: March 1, 2017

Purpose

IUPUI ePortfolio Grants are intended to support experimentation, planning, implementation, and ongoing use of electronic portfolios at IUPUI for the purposes of fostering student development, deepening and documenting student learning, and assessing student learning outcomes. A project of the IUPUI ePortfolio Initiative, the grant program provides resources to faculty, academic administrators and staff, and units to work toward these goals within undergraduate, co-curricular, graduate, and/or professional programs. We are especially interested in supporting initiatives emerging from IUPUI's strategic plan, *Our Commitment to Indiana and Beyond*. We will consider all proposals that address the above objectives and show promise for advancing the successful adoption of ePortfolios across the campus.

Project Objectives

One-year grants will be made in two categories: Pilot and Implementation.

1. **Pilot Grants** are oriented to those who have not previously used ePortfolios and may have two trajectories, depending on scope:
 - a. One-year projects involving a single course or learning experience, in which project directors will learn about IU's ePortfolio platform, study ePortfolio pedagogy, establish student learning outcomes for initial use of the ePortfolio in the course or activity, pilot-test use within the course, and evaluate project results.
 - b. One-year projects involving a sequence of courses or learning experiences or an academic program (certificate, minor, major) in which project directors will learn about platform and ePortfolio pedagogy, establish both learning outcomes and unit objectives for intended use of ePortfolios, and develop a comprehensive plan for the program. This plan should include one or more working prototypes for the ePortfolio experiences they intend to pilot in a second year. Project directors of new program-level projects may apply for a second Pilot Grant to conduct the pilot and evaluation.
2. **Implementation Grants** will be based on ePortfolio groundwork already completed (with or without Initiative funding). Project directors who have successfully completed a Pilot Grant project may apply for a subsequent year of funding for an implementation project.

Prospective applicants, especially those interested in program-level adoption, are strongly encouraged to review carefully the appended Considerations before developing a project plan. Preparing to implement a program-wide ePortfolio sometimes requires more time in group work than anticipated, causing project delays and corresponding frustration. The questions posed in the appendix identify decisions that will need to be made in order to construct the appropriate ePortfolio interfaces for student, faculty, and/or evaluator use, particularly when assessment is a main purpose. In selecting projects to be funded, preference will be given to departments that

have already begun planning and have met with a member of the ePortfolio team to understand platform capabilities and potential applicability to the instructor's or the department's needs.

Expectations of Grantees

1. Departmental match: The project director's department or division must provide matching funds or equivalent matching in-kind release time for the project director to successfully accomplish the grant project.
2. Leaders of the project will work closely (group and individual meetings and/or consultations) with Center for Teaching and Learning and ePortfolio Initiative staff as the project develops.
3. Each year, the ePortfolio Initiative and the Center for Teaching and Learning will co-sponsor faculty development programs tailored to the needs of grantees under this program and other users of ePortfolio. Dates for these events will be announced well in advance, and project leaders should plan to participate in these programs. Grantees will be encouraged to present their work at an annual ePortfolio symposium.
4. The project director will submit an informal (two-page) mid-year update and a short (four- to five-page) final report at the end of the project year, including an evaluation of the pilot or implementation project itself, and a plan for sustaining or expanding ePortfolio adoption.
5. Project leaders will share their work with IUPUI and external colleagues in appropriate venues, including campus workshops and conferences, PRAC meetings, and external conferences as opportunities arise following the grant period.

Available Funds and Project Duration

Grants to individual faculty for planning or pilots will not exceed \$5,000 for a one-year period. Implementation grants will typically be for \$5,000, although proposers may request up to \$10,000 for year-long complex multi-course projects. Project work may begin in Summer 2017.

Conceptual, Technical, and Pedagogical Support/Guidance

In addition to the financial support, each grant project will have access to the resources of the Center for Teaching and Learning (including technical and instructional design assistance), online resources from UITS, and expertise of ePortfolio Initiative staff (including project management and evaluation practices).

Eligibility and Criteria for Awards

Awards will be made to departments, schools, or other units. Individual faculty or staff from any IUPUI or IUPUC academic or learning-focused unit are eligible to apply. The major criteria for the award are:

1. Quality of the plan to achieve project goals (including the amount of planning already accomplished, substantial time commitment from project leaders, and feasibility of expectations and timeline). Complex program-level projects involving assessment should designate at least two or even three project leaders to help assure sustainability.
2. Departmental or unit commitment to the project, as indicated by meaningful departmental support (for example, matching funds, course release, merit consideration and recognition in the annual review for those most directly involved in the project, plans to give high priority to the work of faculty engaged in planning, and collegial support within the unit).
3. Probability that the project will continue beyond the funding period as evidenced by proposal's plan for evaluation and sustainability.

The ePortfolio Coordinating Committee and a small team of current IUPUI ePortfolio users will determine which departments/units will receive the award, based on the above criteria.

Components of Proposal (3-5 pages)

1. Completed proposal cover sheet (please use the cover sheet template at the end of this document), including name(s), department(s), and contact information for faculty or staff who will work directly on the project;
2. Letter of commitment from Chair or other appropriate unit leader confirming the matching funds and other specific support to be provided for the project director(s);
3. Explanation of why the department/unit is interested in this grant, the outcomes desired from ePortfolio adoption, and the advance work the department has undertaken to prepare for use of ePortfolios;
4. Description of the department or school's project objectives, implementation plan (including timeline and designation of responsibilities), and plan to evaluate the project;
5. Expectations and plans for sustaining the use of ePortfolios after conclusion of the project; and
6. Budget explaining the intended use of the total grant project funding (including match plus funds requested from the ePortfolio Initiative). Allowable expenditures include faculty course replacement, summer salary or stipend, and/or student assistance. Under University policies, hospitality is not an allowable expense.

Deadline for Proposals and Notification of Award

Proposals should be submitted as e-mail attachments to **Susan Kahn** at skahn@iupui.edu by **March 1, 2017**. (Please be sure to include the proposal cover sheet found at the end of this document.) Departments will be notified of application outcome on or before April 15.

If you would like to discuss an idea for a proposal, please contact Susan Kahn, Director, ePortfolio Initiative, at 278-3604 or skahn@iupui.edu or Susan Scott, ePortfolio Coordinator, at 278-3414 or sbscott@iupui.edu. Those planning complex projects are strongly encouraged to do so.

IUPUI ePortfolio Grants Request for Proposals 2017-18

Appendix

Considerations

These considerations are particularly intended for those designing an ePortfolio to be used for program assessment purposes. (There are, of course, other sound reasons for adopting ePortfolios, and these are also eligible for ePortfolio Grant funding.) Typically, designing an ePortfolio for assessment of a major or minor, for accreditation, or for evaluation of institution-wide outcomes requires considering somewhat different issues from course-level concerns. Use of ePortfolios may require some rethinking of customary procedures, and at least two or three faculty should be involved as co-project directors. The following questions may help you think about these topics:

- When and from where will student work be collected?
- Are there specific assignments that correspond to specific goals? Is the same assignment provided in different sections of a course by different faculty? Is there a rubric for this assignment that might help standardize scoring?
- Do you need assistance in designing rubrics?
- Who will evaluate student ePortfolios, when, and at what points in the curriculum? Will portfolio components be evaluated within particular courses? Will there be external evaluators?
- Who should have access to student work in ePortfolio?
- Which faculty in your department or school must adopt ePortfolios to ensure that the needed student data are collected?
- Is there need to have departmental consensus before your ePortfolio project can be implemented? If so, how will you go about ensuring buy-in and adoption?
- What training needs do you anticipate? Faculty training? Student training?
- What are your pilot plans? How will you structure the pilot to help you determine that ePortfolios will meet your unit's assessment goals and/or provide evidence of student learning? What reports will you need to generate?

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**IUPUI ePortfolio Grant 2017-2018
Proposal Cover Sheet**

Project Title

School/Department/Unit

Project Director(s) (If there will be two or more faculty or staff engaged in the project, please list the primary Project Director first. If there are more than four such participants, please add rows to the table as needed.)

Name	Unit	Email	Phone

Type of Grant Requested: **Pilot**

Implementation

Project Start Date: _____ **Project End Date:** _____

Total Funding Requested from the ePortfolio Initiative

(Your budget explanation in the proposal narrative should also include the total departmental match, which should at least equal the amount of funding requested.)

Funds Transfer Information

School/Department/Unit:	
Account number:	
Fiscal Contact Name:	
Fiscal Contact Email:	