Spring 2018 Program Assessment Initiative Grant
Guidelines and Application

In an effort to support program assessment activities, the Program Assessment Initiative Grant provides support for gathering, analyzing, discussing and acting on evidence of student learning in programs. These program assessment awards are intended to support evidence-informed improvement of teaching and learning in majors and concentrations. Awards may be used for expenses related to the development of assessment plans, collection of assessment data, or the review of assessment data and development of action steps based on results. No single course assessment proposals will be considered. These awards are for projects that take place in Spring 2018 and **must be completed by June 1, 2018**.

Examples of Appropriate Projects
- Development of an assessment task focused on a program student-learning outcome.
- A department half-day retreat focused on development of a program assessment plan, on analysis of assessment results, or on program improvement based on assessment results.
- Implementation of alternative assessment strategies.
- Utilization of an assessment consultant (perhaps discipline-specific from a sister institution or skill-based from UWL) to help the program design a plan for collecting and analyzing evidence of student learning within their program.

Funding. $1000 maximum per award. Stipends, professional development funds, food, consultant fee, travel, materials, etc… will be allowed. (For requests that include stipends, please include stipend + 20% fringe rate within your award request.)

Time Frame. Proposals are **due by noon, Friday, February 16, 2018** and will be evaluated by February 23 (see below for application format). Funds will be available immediately and **must be spent by June 1, 2018.**

Eligibility. Any individual or team representing an academic unit may submit a proposal for the program or department. The proposal, however, must contain a supporting letter from the chairperson or director (see below). In addition, only one project per unit should be submitted.

Selection Criteria. The criteria for selection include the following:
- Inclusion of all required application materials;
- A project focusing on assessing and improving **program** outcomes;
- A project with good fit between objectives and methodology;
- A project with the potential for significant influence;
- A well-written and complete narrative; and
- An appropriate budget.

Proposal Preparation and Digital Measures Submission Instructions. The grant proposal must be submitted through the Grant Materials Management section of Digital Measures. All proposals are required to contain the following elements.

A.   Complete these **Proposal Information** sections
- Area of Focus
- Contract/Grant/Research Type
- Grant Program Name
- Project Title
- Date of Grant Proposal Submission
- Start and End Date of Project
- Investigators
- Amount of Proposal
- Additional Funding Sources Applied for (if applicable)

B.   **Abstract.** (brief 50 word summary of the proposal)

C.   **Proposal Narrative.** (2 page maximum, single-spaced) that includes the objectives, time frame, and potential influence of the assessment project. Also include a brief justification of why the project exceeds or is required beyond normal program assessment activity.

D.   **Budget.** Budget Form is a link on the Digital Measures input screen. (For stipend requests, please include total of stipend + 20% fringe in "Funds Requested" column.)

E.   **Budget Narrative.** Applicants should identify each budget item in the narrative and give a brief rationale or justification for the request.

F.   **Letter of support.** Upload a supporting letter from the chairperson/director indicating the following: 1) knowledge and approval of the project, 2) ability of the applicants to carry out the project, 3) a brief profile of the level of development of program assessment within the department, 4) the project in the context of the unit's overall program assessment plan.

G.   **Additional Supporting Documents.** Leave blank

H.   **Approvals.** Enter initials indicating that chairperson/director has approved this proposal.

Once all materials are entered into Digital Measures, run a "Generate Grant Proposal" report in Run Reports section of the system. Email the Digital Measures report to **provost@uwlax.edu**. Direct questions about **Program Assessment Initative Grants** to Patrick Barlow, pbarlow@uwlax.edu

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Review process. A committee composed of the Assessment Coordinator, Associate Vice-Chancellor and select faculty with assessment expertise will review proposals. Applicants will be notified by mid-February.

Report. A final report is due June 1, 2018 that briefly describes the outcomes of the project. Funded proposals may be asked to share the impact of their project at a future Assessment Commons or Teaching and Learning event.