



**Technology Mini Grants Application  
Cover Sheet  
FY 2017-2018**

The aim of the Mini Grant Program is to support technology that has a direct impact on student learning or to support research. Please check which source of funding you are applying for (applying for funding for both grants is permissible):

- Instruction and Learning:** Supports and enhances teacher instruction and student learning with the focus to improve learning through the use of technology - specifically tied to a course (s). Up to \$3250 will be awarded.
- Collaborative Research:** Support for student-faculty collaborative research using technology (not tied specifically to a course). Up to \$2850 will be awarded.

**Student funding is encouraged.** Please refer to page 4 for further details.

Project Title: \_\_\_\_\_

<b>Faculty Name:</b>		<b>Department:</b>	
<b>School/Division:</b>		<b>Email:</b>	
<b>Telephone:</b>		<b>Cell Phone:</b>	
<i>For collaborative projects, list partners below (use additional sheets as necessary). If you have already identified the student(s) working on this project, please include their names.</i>			
<b>Name:</b>		<b>Department:</b>	
<input type="checkbox"/> <b>Faculty</b>	<input type="checkbox"/> <b>Student</b>		
<b>School/Division:</b>		<b>CSI Email:</b>	
<b>Telephone:</b>		<b>Cell Phone:</b>	

<b>Applicant Signature</b>		<b>Date:</b>	
<b>Department Chair</b>		<b>Date:</b>	
<b>School/Division Dean</b>		<b>Date:</b>	

For office use only:			
<b>Date Received:</b>			
<b>IRB Approval Required:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<b>Date Received:</b>



**Technology Mini Grants Application  
Guidelines  
FY 2017-2018**

**I. Abstract: (up to 25 points)**

Please write an Abstract (maximum 200 words) that describes your project in relation to the source of funding for which you are applying.

**II. Project Description (up to 50 points)**

Maximum three pages; 1.5 line spacing; Calibri or Times New Roman font

**a. Rationale:**

State the purpose of your project and identify the strategic direction you will address. Please refer to the addendum on page five of this application for a list of the goals and objectives identified in the strategic plan. Describe why this project is important to the college, the population you plan to serve, and why it is innovative.

**b. Goals and Objectives:**

State the overall goal and measurable objectives of your project.

- Goal: The long-range benefit to be obtained from the project (what do you want to accomplish?)
- Objectives: Realistic and measurable objectives that can be assessed (what steps will you take to accomplish your goal?) Examples of objectives may include:
  - Who will benefit from the project, what will be done, when will the project be completed, how much will change AND how will the change be measured?
  - What is your methodology for the project?
  - What are the activities and how will they be implemented?
  - What is your project timeline?
  - Who will be involved in the development and implementation of the activities?

**c. Assessment and Scaling:**

- For each of the objectives previously stated, please indicate the method of assessment. A table format is recommended.

<b>Objectives</b>	<b>Activities</b>
<b>1.</b>	<b>1.</b>
<b>2.</b>	<b>2.</b>
<b>3.</b>	<b>3.</b>
<b>4.</b>	<b>4.</b>

- Describe how you will define and measure the success of your project.
- Describe how your project could be replicated in other areas (divisions or departments) of the college.
- Describe how the award could serve as a catalyst for development of a large-scale grant application appropriate for submission to an external funding agency.

**III. Project Budget: (up to 25 points)**

maximum 2 pages

- Provide a detailed budget for all proposed expenditures and/or compensation for which you are requesting payment and an explanation that ties your budget request to activities delineated above. All OTPS must be purchased through **CUNYfirst approved vendors**.
- Grants for instruction and learning will be capped at \$2,400; all others will be capped at \$2,000.
- Any software or hardware purchased with grant funds must subsequently be made available for fair use to the college community at the discretion of the Office of Technology Services.
- All items must be purchased by the Office of Technology Services. **Chargebacks and reimbursements are not permitted.**
- Please use attached budget template for all expenditures.

### **Allowable Costs**

- Instructional supplies and software
  - **All equipment must be purchased through CUNYfirst approved vendors.**
  - When making software purchases, please take into consideration recurring costs that extend beyond the fiscal year of the grant. These expenses will need to be handled out of the departmental funds and will not be covered by STF grant funding.
  - If you are selecting hardware that will require support from the Office of Technology Services, it is recommended that you consult with the OTS department prior to submitting a proposal. A list of supported equipment can be found at: [http://oae.csi.cuny.edu/oncampus/forms/Hardware\\_Chargeback\\_Form.php](http://oae.csi.cuny.edu/oncampus/forms/Hardware_Chargeback_Form.php)
- Payment for student workers to assist with the project
  - *Student Assistant time should be budgeted based on the College Assistant pay scale of \$12.00 per hour (July 1 – December 31, 2017) \$13.00 per hour (January 1 – August 24, 2018).*
  - **Fringe benefits of 18% should also be calculated into the budget.**
  - *Personnel action forms for student salary must be processed by the Office of Technology Services and must be approved by Human Resources **before** students can begin working. All timesheets **must be submitted** to the Office of Technology Services for review and signature.*
  - *For Instructional Grants student assistants may be a **CSI** undergraduate or graduate student. However, for Research Grants, student assistants must be **CSI** undergraduate students.*

### **Unallowable Costs**

- Professional development/travel
- Funding directly to a department or division
- Funds that supplant other college funding
- Food
- Hardware or equipment for personal use
- Funding for reassigned time
- Chargebacks
- Reimbursements

## **IV. Appendices**

### **a. Curriculum Vitae, Resume, and Academic Transcript**

The application must include a Curriculum Vitae from the faculty member and a Resume and an unofficial academic transcript from student participants.

### **b. IRB Approval**

For Research Grants, IRB approval is required (can be pending)



**Please obtain School/Division Dean's signature by Monday, September 18<sup>th</sup>.**

**Deadline for submission of 2017-2018 proposals: Friday, September 22, 2017 by 4:00pm. Late proposals will not be considered.**

If you have any questions, please e-mail Doriann Pieve-Hyland at [doriann.hyland@csi.cuny.edu](mailto:doriann.hyland@csi.cuny.edu) or call extension 2348.

Proposals can be submitted electronically to [technologysystemsminigrants@csi.cuny.edu](mailto:technologysystemsminigrants@csi.cuny.edu)

***Please Note:***

*Award recipients will submit a final report on the outcome to help judge the effectiveness of the project. All awardees are required to submit their reports by August 24, 2018. Faculty may reapply for a continuation of their grant or submit a new proposal. However, new grants will not be officially awarded until a final report is submitted for the previous year's grant.*

*Undergraduate students receiving grant funds are required to participate in the Undergraduate Research Conference. All students receiving grant funds are strongly encouraged to participate in the CSI Tech Expo.*

*Please indicate the name of the grant you are applying for in your correspondence. Preferences will be given to new applicants.*

***Awards will be announced on or about October 20, 2017.***



## **Addendum**

### **Institutional Strategic Directions**

**2011 - 2016**

**Please consider the following strategic directions, and identify the direction that is appropriate for your proposal.**

#### ***Strategic Direction 1***

Develop a richer array of rigorous undergraduate and graduate degree programs that meet students' educational and professional aspirations.

#### ***Strategic Direction 2***

Enhance the quality and recognition of research, scholarship, and creative works for faculty and students.

#### ***Strategic Direction 3***

Become a more vibrant center of intellectual and cultural exchange through community partnerships.

#### ***Strategic Direction 4***

Strengthen and increase our ability to serve a diverse campus community.

#### ***Strategic Direction 5***

Position the College to achieve greater regional, national and international recognition through advancement and fund raising activities.

#### ***Strategic Direction 6***

Examine the College's current and possible future uses of technology for a wide range of purposes.

<http://www.csi.cuny.edu/presidentsoffice/mission.php>