## https://mac.wayne.edu/images/shield_only_color.jpg

## **2022 WSU Program Assessment Grant Program Proposal Form**

**Due June 27, 2022**

## Goals and Parameters:

To promote best practices in program-level assessment of student learning outcomes and student services programs’ goals, the Office of the Provost invites Wayne State University faculty and staff to submit proposals to improve their program’s assessment efforts. One-time funds are available to assist in the piloting, creation, or significant revision of a program’s assessment instruments or process, or to obtain professional development in program assessment.

Priority goes to proposals with multiple active participants that introduce innovative or experimental approaches to direct assessment or improved practice in assessment of student learning outcomes or student services goals at the program level, especially those that might serve as models for other programs. Both academic and student services programs are eligible to apply. Proposals from programs that have not previously received a grant will have added priority.

Funding is available for five program assessment grants for a maximum of $3000 each for the AY22-23 grant year. Acceptable uses of funds include:

* Professional development (e.g., books, fees for webinars, conference attendance, invited speaker, expert consultant)
* Course release time/buy-out
* Salary (for a research assistant, student assistant, faculty, staff)
* Piloting of tools (e.g., commercial tests).

Funds cannot be used to support conference presentations, publication, or other forms of dissemination; other funding sources are available for those purposes.

Grantees must be WSU employees for the duration of the grant period (September 1, 2022 through August 31, 2023) in an academic or student services program that participates in annual program assessment reporting in Planning, our online documentation tool.

No more than one project per department/unit will be funded in a given grant year.

NB: For programs that have received an assessment grant in the past, new proposals must constitute a separate or extension project; additional funding for a previously awarded project will not be granted. Completion of the previous grant project will be a factor in the review.

All expenses must adhere to the WSU expense policies and procedures (see [Administrative Policies and Procedures Manual](https://policies.wayne.edu/appm/1-3-1-expense-guidelines)). **Please note that funds will not be renewed beyond the grant period and any unused funds must be returned to the Office of the Provost.**

## Proposal Process:

Complete the form below and submit by email to the WSU Director of Assessment, Cathy Barrette (c.barrette@wayne.edu), **by June 27, 2022.** Proposals will be reviewed by the University Assessment Council and additional faculty and staff volunteers using the rubric posted on the [grant program website](https://wayne.edu/assessment/grants/).

Reviewing the rubric, the descriptions of previously funded projects, and examples of successful proposals on the website before submitting your own proposal is highly encouraged, as is consulting with Dr. Barrette about your project ideas and draft proposal.

Programs will be notified of a decision by **August 19, 2022**.

## Grant Requirements:

*Submit all information to WSU Director of Assessment, Cathy Barrette (**c.barrette@wayne.edu**).*

|  |  |
| --- | --- |
| **Due date** | **Activity** |
| June 27, 2022 | Grant proposal due (Decision notification by August 19, 2022) |
| February 1, 2023 | Submit a 1-2 page midpoint report of progress. |
| August 31, 2023 | All grant activities must be complete. |
| September 30, 2023 | Submit a final report of all grant-related activities. The report will be posted on the [WSU Assessment website](https://wayne.edu/assessment/grants/).  |
| September 30, 2023 | At least one member of the project team must coordinate with the WSU Director of Assessment, Cathy Barrette (c.barrette@wayne.edu), to participate in a public presentation of the work accomplished with the grant. |
| April 30, 2024 | Last possible day for the public presentation. |

NB: Grant funds will be disbursed in two stages: initial funds (2/3 of award) and final funds (1/3 of award). ***Final disbursement of funds will only be made once the midterm report, final report, and public presentation are complete. Funds will be forfeited after April 30, 2023. Any unused funds must be returned to the Office of the Provost.***

## Support for the proposal process:

Consultants are available to help applicants develop an appropriate proposal. Contact the WSU Director of Assessment, Cathy Barrette (c.barrette@wayne.edu), with requests and any questions.

# 2022 WSU Program Assessment Grant: Proposal Form

## Project title:

## Contact person:

Name:

Role/Position:

Email:

Phone:

Department/Unit:

Program name:

## Participating colleagues/collaborators:

(Add rows to the table as needed.)

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Department/Unit** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Reason for proposal:

1. How is program-level assessment currently done in your program?

2. What, specifically, needs development or improvement with respect to those assessment practices, processes, or instruments?

3. What factors or conditions have contributed to the area(s) needing development or improvement?

## Proposed actions and expected impact:

1. What steps will you take to improve your program’s learning outcomes assessment practices, processes, or instruments if you receive funding? Be as specific as you can about the link between the needed development or improvement(s) and your proposed actions.

2. How will your assessment practices, processes, or instruments grow or improve as a result of your project?

3. If this program has received a WSU Program Assessment Grant in the past, how does the current project differ from the previous grant project?

## Assessment expertise:

1. What experience in assessment does your team bring to the project? (NB: The goal of this question is to understand the existing assessment expertise among the collaborators. Prior experience in assessment is not a requirement of the grant.)

2. What assistance, if any, do you need from experts in assessment or in other areas to carry out your project? Examples might include survey, test, or activity design support, statistical analysis, etc.

## Deliverables:

Specify the deliverables (products or benchmarks) that will indicate progress toward completing your project. Identify at least one individual who is responsible for each deliverable and specify its target completion date. Add rows to the table as needed.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Responsible party:** | **Completion date:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Funding Request:

Please provide an itemized budget. Add comments to explain or clarify the relevance of expenditures to your deliverables/actions as needed.

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total amount requested:** |  |

Comments, explanations, or clarifications:

## Supervisor support:

Please attach a signed letter of support from the appropriate chair/unit head/supervisor stating awareness of the project, approval of the plan, willingness to provide necessary support, and affirmation that the project proposer(s) is/are able to carry out the project in the established timeline.

## STATEMENT OF UNDERSTANDING

By signing and submitting this proposal, I/we agree to complete the proposed project and use any grant funds awarded within the grant period and in keeping with University policies.

I/we agree to submit a midpoint report (due Feb. 1, 2023) and written final report (due Sept. 30, 2023) for review by the University Assessment Council.

I/we agree that at least one person on the project will coordinate with the WSU Director of Assessment by Sept. 30, 2023 to participate in an on-campus public presentation by April 30, 2024 describing the work accomplished under the grant.

I/we acknowledge that 1/3 of awarded funds will be withheld until the reports and the public presentation have been completed. Funds will be forfeited after April 30, 2023 if all requirements are not met by that date. Any unused funds must be returned to the Office of the Provost.

**Printed name Signature Date**