##

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

**~~Due June 26, 2023~~ DEADLINE EXTENDED TO JULY 6**

## 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 that report their assessment plans in *Planning* 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 AY23-24 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).

Note that funds cannot be used to support conference presentations, publication, or other forms of dissemination as other funding sources are available for those purposes.

Project expenses must follow the [Administrative Policies and Procedures Manual (AAPM)](https://policies.wayne.edu/appm/1-3-1-expense-guidelines) guidelines.

Grantees must be WSU employees for the duration of the grant period (September 1, 2023 through August 31, 2024) in an academic or student services program that participates in annual program assessment reporting in *Planning*, our online documentation tool. The primary contact for the project must be a full-time WSU faculty or staff member.

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.**

## Eligibility Checklist: Check only if the answer to the question is YES.

* Does your program currently report its annual assessment plan in *Planning*, the online repository for assessment documentation?
* Will the primary contact for the proposed project be full-time faculty or staff at WSU for the grant period (September 1, 2023-August 31, 2024)?
* Are all additional contacts/collaborators WSU faculty or staff (full- or part-time)?
* Does the project focus on assessment of program-level student learning outcomes (or goals in student services programs)?

## Proposal Process:

Complete the form below and submit by email to the WSU Director of Assessment, Cathy Barrette (c.barrette@wayne.edu), **by June 26, 2023.** 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/). Recommendations are submitted to the provost for final funding decisions.

Reviewing the [rubric](https://wayne.edu/assessment/grant_program/2023_assessment_grant_proposal_review_rubric.pdf), the descriptions of [previously funded projects](https://wayne.edu/assessment/pastgrants), and [examples](https://wayne.edu/assessment/grants/successfulproposals) of successful proposals 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 21, 2023**.

## Grant Requirements:

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

|  |  |
| --- | --- |
| **Due date** | **Activity** |
| June 26, 2023 | Grant proposal due (Decision notification by August 21, 2023) |
| August 28, 2023 | Signature of the project’s primary contact on the assessment grant agreement form is due. (Processing of initial disbursement begins in September after receipt of signed form.) |
| February 5, 2024 | Submit a 2-page midpoint report of progress. (See [grant forms page](https://wayne.edu/assessment/forms) for report template.) |
| August 31, 2024 | All grant activities must be complete. |
| September 30, 2024 | Submit a final report of all grant-related activities. (See [grant forms page](https://wayne.edu/assessment/forms) for report template.)The report will be posted on the [WSU Assessment website](https://wayne.edu/assessment/grants/).  |
| February 28, 2025 | 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.(Processing of final disbursement begins after confirmation of participation.) |
| April 30, 2025 | 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). *Initial funds will be disbursed once award documentation is complete, typically in September of the grant year.* ***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.

# 2023 WSU Program Assessment Grant: Proposal Form

**Grant project period: September 1, 2023-August 31, 2024**

## Project title:

## Primary contact person (must be a full-time WSU faculty or staff member during the grant period):

Name:

Role/Position:

Email:

Phone:

Department/Unit:

Program name:

## Participating colleagues/collaborators (must be full- or part-time WSU employee during the grant period:

(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 grant period (September 1, 2023 – August 31, 2024).

## 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 in the [Administrative Policies and Procedures Manual (AAPM)](https://policies.wayne.edu/appm/1-3-1-expense-guidelines).

I/we agree to submit a midpoint report (due Feb. 5, 2024) and written final report (due Sept. 30, 2024) 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 February 28, 2025 to participate in an on-campus public presentation to be held by April 30, 2025 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, 2025 if all requirements are not met by that date. Any unused funds must be returned to the Office of the Provost.

(All project team members must sign.)

**Printed name Signature Date**