Request for Proposals

The purpose of the ePortfolio Project Grants Program is to provide resources that support involvement in the ePortfolio Project. Funding is granted to programs, departments, and faculty working collaboratively or independently to implement and advance ePortfolio across Auburn University’s curricular and co-curricular programs. Total projected funding available this year is $175,000.

The application deadline for ePortfolio Project Grants is midnight on January 20th. We anticipate that awardees will be notified and funds will be available in March 2015. Recipients of ePortfolio Project Grants will be expected to:

a. provide a final report including a narrative of project activities, assessment data, and a report of financial expenditures no later than August 1, 2016, or at the end of the project, whichever comes first.

b. present results of the grant to the Auburn community, attend relevant ePortfolio Project events, and consult with subsequent ePortfolio Project participants working on similar issues.

Eligibility and Criteria
The ePortfolio Project Grants Committee will give funding priority to:

- projects proposed by ePortfolio Project Cohort members
- collaborative projects that support units (colleges, departments, and/or programs) or multiple individuals
- sustainable projects that have potential for lasting impact
- projects connected to curriculum mapping, scaffolding, and/or integrated assignments
- research

While priority is given to Cohort faculty, non-Cohort faculty as well as academic and student support units are encouraged to apply. Successful proposals must provide strong evidence that the grant funds will promote one or more of the ePortfolio Project’s primary student learning outcomes (effective communication, critical thinking through reflection, technical competency, visual literacy). We encourage applicants to demonstrate matching fund commitments when possible.
Types of ePortfolio Project Grants*

1. **Curriculum and Course Development.** Examples include designing or revising courses or assignments and working with a team of faculty to integrate ePortfolios into the curriculum. This work may require TA support, faculty salary stipend, and/or summer stipends for students. Departments and colleges or co-curricular units are expected to help with these costs. Proposals that lay out clear timelines and specific needs for curricular development will be given priority.

2. **Equipment and Space.** Examples include equipment needed for both artifact and portfolio creation such as: equipment for lighting, sound, and photography to produce high-quality visual and audio artifacts and spaces where students can help each other. Space and equipment needs should be specifically linked to the needs of the ePortfolio Project, and where that space or equipment will serve multiple functions, the grant request must include appropriate contributions from the department, college, or other appropriate unit. Funding priority will be given to equipment and space grants that will support multiple individuals or units and that do not duplicate existing resources.

3. **Research and Assessment.** Examples include developing research on specific aspects of ePortfolio practice (creation of artifacts, critical thinking, visual literacy, arrangement); projects that examine ePortfolio participation related to student success, retention, or engaged learning; projects that develop sound assessment practices throughout the department or program; or projects that consider the impact of ePortfolios on faculty and/or teaching. Projects that show potential for publication or eventual external funding and projects that contribute to the assessment of Auburn’s ePortfolio Project will be preferred.

4. **Conference and Travel.** Examples include attendance at ePortfolio conferences such as the Association for Authentic, Experiential, and Evidence-Based Learning (AAEEBL) Conference or American Association of Colleges and Universities (AAC&U) ePortfolio forum, or presentations on ePortfolios given at discipline-specific conferences. Travel grants are awarded to cover actual costs; reimbursement will occur upon presentation of appropriate receipts (airline tickets, lodging, transportation, and meals).

5. **Workshop and Seed Project Grant.** Workshops or projects not to exceed $3000. Examples include: collaborative programs that bring faculty or students from two or more Cohort programs together; an event that fosters discussions about ePortfolios in a department or program that has yet to join the Cohort; development of a research proposal related to ePortfolios; or programs that foster better assessment of ePortfolios within a program or department.

*Individual faculty and groups of faculty as well as academic and student support units may apply for multiple types of grants (e.g., Equipment and Space, Curriculum and Course Development, etc.). A separate application is required for each type of grant.
Application Procedure for Grant Types 1-3
After reviewing the steps below, visit http://ouw-auburn.eportfolio-grant-rfp.sgizmo.com/s3/. In addition to standard biographical information, you’ll be asked to provide:

- An abstract of 150 words or less that clearly summarizes the proposed project
- A narrative description of the proposed project following the organization outlined below and no longer than 5 double-spaced pages in 12-point Times New Roman font

Preferred Organization of Narrative Description for Grant Types 1-3

- **Primary purpose**: Indicate the primary purpose of the proposed grant.
- **Instructional merit**: Describe the current state and goals of your proposed project. Explain how the proposed grant would advance the ePortfolio Project. Explain how the proposed grant would promote specific student learning outcomes. Discuss the breadth of impact.
- **Timeline**: Describe the tasks, activities, and processes that you will use to achieve the project objectives, and provide a timeline for completing the project.
- **Assessment**: Explain how you will assess the effectiveness of the project as specifically as possible.
- **Dissemination of Results**: Discuss the ways you will disseminate the results or outcomes of your project.
- **Qualifications of Project Leader(s)**. Describe relevant experiences and/or accomplishments of the project leader(s). Discuss the involvement of the leaders with the ePortfolio Project at AU.
- **Budget**: Provide a detailed budget for the project with justifications for all expenditures. Include fringe benefits for salary compensation requests using standard AU formulas. Include matching funds that will be provided, including the source, amount, and any restrictions. Provide documentation that these matching funds have been authorized by the funding source (Dean, Department Chair, etc.).

Application Procedure for Grant Types 4-5*
Go to http://ouw-auburn.eportfolio-grant-rfp.sgizmo.com/s3/. In addition to standard biographical information, you’ll be asked to provide a **one-page proposal** that outlines:

- **Experience**. Briefly discuss any prior involvement in or experiences with the ePortfolio Project.
- **Purpose and Merit**. Briefly describe your plan, what you aim to accomplish, who your project will benefit, and how your proposed project or travel will further the goals of the ePortfolio Project.
- **Proposed Date(s) and Projected Needs**. Briefly describe the timing of your project or travel and any anticipated costs.

*Applicants are encouraged to apply for Grant Types 4-5 by January 20th; however, because the timing of some conferences and workshops doesn’t align with the grants cycle, the ePortfolio Project Grants Committee will also accept proposals for Grant Types 4-5 on a rolling basis. Up to three grants will be awarded per month.

**Questions?** Contact Dr. Lesley Bartlett at lesley.bartlett@auburn.edu or 334-844-7493.