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 advance ePortfolio implementation across Auburn University’s curricular and co-curricular programs. Total projected funding available this year is $75,000.

The deadline for proposals for major grants is 5 p.m. on January 31, 2019. Awardees will be notified and funds will be available in mid-March 2019. Recipients of major ePortfolio Project grants are 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, 2020, or at the end of the project, whichever comes first.
b. Present results of the grant to the Auburn community at the annual Conversations in Celebration of Teaching (CCT) event, attend relevant ePortfolio Project events, and consult with subsequent ePortfolio Project participants working on similar issues.

Grants for travel are accepted on a rolling basis. Recipients of these grants are expected to:

a. Provide financial documentation in a timely manner.
b. Present results at CCT and/or provide a final summary report within one year of receiving the funds.

Eligibility and Criteria

- Individual faculty and groups of faculty as well as academic and student support units may apply for grants.
  Note: While priority is given to Cohort faculty, non-Cohort faculty as well as academic and student support units are encouraged to apply.

- Multiple grants are permissible, but must be submitted as separate proposals.

- Proposals that duplicate programs or support already offered by the Project (for example, peer tutors, web resources) will not be funded.

- Successful proposals must provide strong evidence that the grant’s 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.

- Proposals from those who have received prior funding from the ePortfolio Project must include a summary of the results of the prior funding and clearly articulate in the proposal narrative how the new proposal advances or deepens the use of ePortfolios.

(Continued on next page …)
2018-2019 Grants Request for Proposals

Funding Priorities for 2018-2019 Include:

- 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
- Assessment or research projects related to ePortfolio practice

Major Grants (up to $25,000; require full proposal due by 5 p.m. January 31, 2019)

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. Grants of this type might include hourly graduate student support, faculty salary stipends at $6,000 for work equivalent to a 3 credit course (160 hours) plus fringe at 12.6% (part time summer supplement), and/or summer stipends for students. Please be aware that requests to fund graduate assistantships cannot be considered unless the tuition remission is provided by the department. 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 or expansion will be given priority.

2. Research
   Examples include developing research on specific aspects of ePortfolio practice (creation of artifacts, critical thinking, visual literacy, arrangement). Projects that show potential for publication or eventual external funding will be given priority. To the degree that the funding request is a payment for faculty time, it should follow the same guidelines outlined above in “Curriculum and Course Development.”

3. Assessment
   Examples include projects that examine ePortfolio participation in relation 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 assess how ePortfolios are being used after graduation or that involve external stakeholders like potential employers will be preferred. To the degree that the funding request is a payment for faculty time, it should follow the same guidelines outlined above in “Curriculum and Course Development.”

4. Equipment and Space
   This category is applicable only to programs that have integrated ePortfolios into their curriculum. It is expected that evidence of the integration will be clearly articulated in the proposal. Examples include equipment needed for both artifact and portfolio creation such as special lighting, sound, or camera/video equipment to produce high-quality visual and audio artifacts or 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 grants 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.

(Continued on next page …)
5. Conference and Travel

Presentations on ePortfolios given at discipline-specific conferences are the focus of this category. Travel grants are awarded to cover actual costs; reimbursement will occur upon presentation of appropriate receipts (airline tickets, lodging, transportation, and meals). All reimbursements must follow standard university policies. Funding for presentations at ePortfolio-related conferences (AAEEBL and IWAC, for example) do not require a grant proposal; contact the Office of University Writing (OUW) for details.

Application Procedure Full Proposals (Major Grants 1-4 Above)

Due by 5 p.m. January 31, 2019; cap is $25,000

After reviewing the steps below, go to https://aub.ie/eportfoliogrants. 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 and then upload the narrative description of the proposed project following the organization outlined below. Descriptions are limited to five double-spaced pages in 12-point Times New Roman font. All proposals will be evaluated using the point distribution outlined below.

Narrative Description for Grant Types 1-4 Must Contain the Following Sections:

- **Primary Purpose and Instructional Merit:**
  Indicate the primary purpose of the proposed grant. (10 points)

- **Impact/Outcome Statement:**
  What will be the impact of the proposed project on your program, students, and the Auburn University ePortfolio Project? (15 points)

- **Alignment:**
  How does your proposal align with the mission and goals of the ePortfolio Project? (15 points)

- **Timeline:**
  Describe the tasks, activities, and processes that you will use to achieve your project objectives, and provide a timeline for completing your project. (10 points)

- **Assessment:**
  Explain how you will assess (with specifics) the effectiveness of your project. (10 points)

- **Dissemination of Results:**
  Discuss the ways you will disseminate the results or outcomes of your project. (10 points)

(Continued on next page …)
• **Involvement of Project Leader(s):**  
  Discuss the involvement of the leaders in the ePortfolio Project at AU: Are you in the Cohort? Which workshops or other programs have you attended? If possible, discuss how this involvement relates to or has influenced your proposal. You may add other qualifications that are relevant. *(15 points)*

• **Budget and Cost Effectiveness:**  
  Provide a detailed budget for the project with justifications for all expenditures. Discuss how the budget specifically supports the proposed project activities, including how budget items such as salary are necessary and reasonable to achieve project objectives, and how the project maximizes the use of limited resources or leverages additional funds. Follow salary limits, work load, and fringe as outlined in the “Curriculum and Course Development” section above, and ensure that outlined work matches the salary request. 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.). *(15 points)*

• For those who have received prior funding from the ePortfolio Project Grants Program, a one paragraph summary of the results of prior funding is required.

---

**Application Procedure for Rolling Grants (5 - Conference and Travel Support)**

Accepted on a rolling basis; cap is $3,000

Go to [https://aub.ie/eportfoliogrants](https://aub.ie/eportfoliogrants). 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 how your proposed travel will further the goals of the ePortfolio Project. Attach the conference proposal and evidence that the proposal has been accepted if travel is to a conference. Provide a link to the conference website if available.

• **Proposed Date(s) and Projected Needs:**  
  Briefly outline the travel dates and anticipated costs. Explain why the travel is not covered by departmental or college funds.

Grants in this category are awarded monthly until budgeted funding is exhausted.

---

**Questions? Contact Dr. Margaret Marshall at mmarshall@auburn.edu or 334-844-7475.**