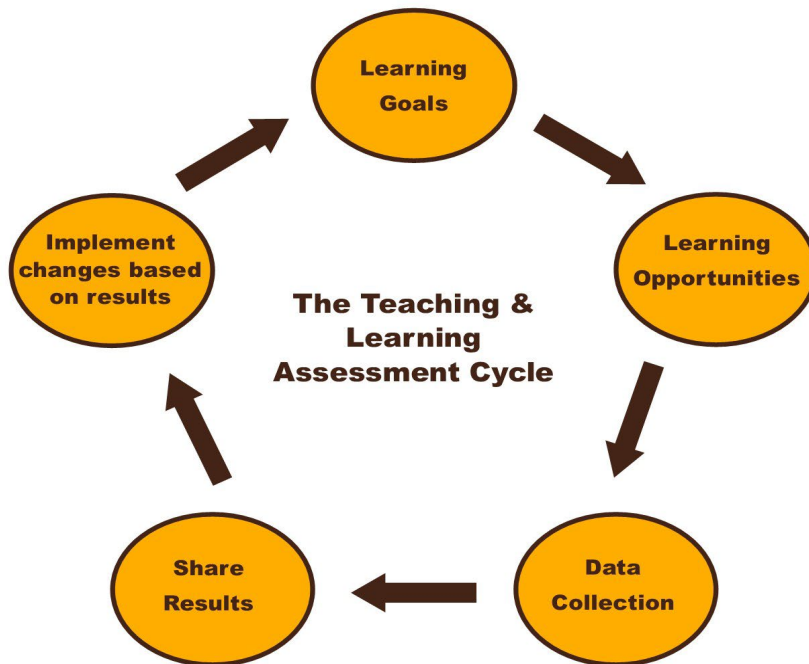


2022 Assessment Mini Grant Program

UNIVERSITY ASSESSMENT STEERING COMMITTEE (UASC)
REQUEST FOR PROPOSALS



Full and part-time faculty, staff, and graduate students in academic departments, academic/learner support units, and interdisciplinary units in academic affairs as well as departments and programs within the Division of Student Affairs are eligible to apply.

NOTE: All applicants must be able to support project funds through a university department at the outset. The grant will reimburse the department for funds up to the \$1,500 maximum, but initial funding will come from the department or unit of the principal investigator (PI) or Co-PI. **Graduate students must have a co-investigator to be eligible to apply.** Please refer to the Career and Student Employment Services website for current student employment information including hourly rates and work hour policies: <https://wmich.edu/career/campus>

The focus of the grants is to provide a means to move forward in the assessment cycle from starting a learning assessment project through completion or the continuous improvement of a learning assessment project already in progress. The grants can also be used to learn about assessment best practices or develop new or continued expertise on assessment-related topics. Some examples of how the grant funding may be utilized are:

- Developing new or rewriting existing student learning (or operational) outcomes and/or measures collaboratively with stakeholders and/or colleagues.
- Creating and applying a rubric for use in evaluating an assignment or activity to measure outcome achievement.
- Creating a curriculum map for a program.
- Creating a new assessment plan or revamping a current plan for assessment activities in a department or program.
- Hosting a workshop on a learning outcomes assessment topic facilitated by an expert in this field. (For example, using the funds to pay for the honorarium for a guest speaker or facilitator from outside the institution).
- Paying for registration to attend or present at a learning outcomes assessment-related conference (excludes travel expenses). Learn more about the University's travel policy here: <https://wmich.edu/travel>

Applications will only be accepted for projects that focus on student learning or operational outcomes assessment. Funding preference will be given for projects involving departments and/or programs that have not been previously funded by the Assessment Fellows Grant program or the Assessment Mini Grant program.

The University Assessment Steering Committee can provide guidance and support for projects as requested. Please describe requested support or guidance within the **Proposal Objectives** section of the online application. Priority will be given to applications that demonstrate the greatest need for assessment support in their areas.

Application Process: Individuals must complete the application available on the Assessment website: <https://wmich.edu/assessment/application>. Applications are due no later than **Monday, January 31, 2022**, by 8 p.m. Eastern. No more than one proposal per program will be reviewed for possible funding each fiscal year. Each application must be completed in full to be considered by the review committee.

1) Proposal Objectives: Purpose and objectives for the project are key elements and should be clearly stated. Objectives flow from purpose and are the specific aims of the project. What is the purpose of the project; what do you intend to do; why is the project important? Be as specific as possible. This section should also include information about proposed workshop content, workshop date(s), name of intended facilitator(s), and virtual conference date(s), if applicable. Applicants should also describe a project plan, including if research will continue after the June 15, 2022, spending deadline. (For more information, see Grant timetable below.)

NOTE: Applicants are responsible for making all arrangements with an outside facilitator or speaker as well as completing all appropriate paperwork for bringing in an independent contractor, following all University policies and procedures. Prior approval needs to be obtained before inviting someone to campus by initiating the appropriate paperwork via Michele Cole in Business Services. For more information, visit: <https://wmich.edu/business-services/>

2) Sharing of Project Output/Results: At the conclusion of the project and/or end of the grant timeframe, (whichever comes first) the project leader will submit the output/results of the project to the University Assessment Steering Committee. It is expected that tangible output/results will be available to share at the conclusion of the grant project to ensure grant money is used for the intended purpose. Depending on the project objectives, this could look very different. For example, one could share a list of learning outcomes; a curriculum map; a learning outcomes

assessment plan; proof of attending a conference and the intended takeaways or how attending a conference meets the project objectives in a practical way; etc.

NOTE: If the project involves attending a conference or workshop, please address how this meets the intended objectives in that section of the application. Project output/results should describe the following: What was the workshop topic? What was liked most/least? What were the key takeaways? How does the conference or workshop meet your project objectives?

All grant recipients will be asked to attend the Assessment in Action Conference in April 2023 and participate in a panel discussion. Recipients will be asked to provide an overview of their grant project; include a description of project objectives; share the results; etc. More information about the conference date and expectations for the panel discussion will be shared as it is available from the University Assessment Steering Committee and the Office of Institutional Effectiveness.

3) Proposal Budget (maximum award of \$1,500): Mini grants will be awarded up to \$1,500 per project. Consider the following: What materials need to be purchased? What student assistance is needed? What analytical assistance is required? What payment is required to attend a conference or workshop? **All requests for reimbursement must be documented and received by Cathie Springsteen at kathleen.springsteen@wmich.edu by June 15, so they can be paid from the 2021-22 fiscal year budget.**

What is supported: Please note that UASC Assessment Mini Grants can be used to support student assistants, faculty research time, materials, software support, and conference registrations or workshop attendance. Funding can also be used to host a student learning outcomes-related workshop facilitated by an off-campus expert and to pay for materials and/or an honorarium for the facilitator/speaker. After the completion of a workshop, some sort of tangible product should be produced and shared with the UASC such as an assessment plan, learning outcomes, an outcomes measurement tool, etc.

NOTE: Faculty compensation will include fringe benefits and total amount cannot exceed the \$1,500 maximum award. Please consult with the budget administrator for your program/unit to determine fringe percentages and more information about current policies. Prior approval following all university policies must be obtained before hiring any new employees (including students).

Graduate students must follow the WMU Student Employee Work Hour Policy and cannot exceed the work hours stipulated in the policy. For more information:

<https://wmich.edu/career/campus>

What is not supported: Funding cannot be used to support release time from assigned teaching or administrative responsibilities; to support costs of academic credit; direct compensation for staff who have assessment-related work as a part of their normal duties; computer or other technical equipment; or conference travel. Additionally, all proposals will be reviewed to determine the suitability of budgeted items in terms of stated departmental assessment planning activities and fidelity with University policies and regulations.

For information regarding University guidelines for student employment, see the following: <https://wmich.edu/hr/officemanagement/student-resources>

Timeline for project: In the **Proposal Objectives** section of the application, please share any pertinent information including potential dates for proposed workshops; conference dates; intended work time necessary to complete the project; and a clearly defined project timeline with intended dates for project start and completion, when certain project milestones will be completed, etc.

Grant timetable: UASC Assessment Mini Grant applications for 2022 are welcome until Monday, **January 31, 2022**, at 8 p.m. Eastern. Funds will be made available for awarded projects beginning February 25 through June 15, 2022 (pending signature of contract). Grant funding must be spent during the current fiscal year 2021-2022. Funds CANNOT be reimbursed after this time so care must be taken to submit requests for reimbursement within the time frame shared.

The Office of Institutional Effectiveness, in collaboration with the University Assessment Steering Committee, will announce the 2022 Assessment Mini Grant recipients by Friday, February 25, 2022. Reconsideration will be given to the timing of applications and due dates in upcoming years.

NOTE: Although grant money must be spent prior to the end of fiscal year 2021-22, project work and research may continue through the end of calendar year 2022. It is still expected that an initial progress report regarding output/results will be prepared and shared with the University Assessment Steering Committee no later than **September 19, 2022**, to assure project money was utilized as intended. If research and project work continue after the fiscal year has ended, an additional report at the end of the calendar year 2022 is expected.

Grant Reviewing Criteria: A subcommittee of the UASC will review proposals and recommend projects for funding to the UASC at its February 2022 meeting. Applicants will receive reviewer comments in summary form upon request. The subcommittee will use the following criteria to recommend proposals for funding:

- Project demonstrates a **strong need** for the unit, college, or division's development of assessment processes. (20%)
- Project **aligns** with the unit, college, or division's assessment goals, or **progresses** the unit toward establishing goals. (10%)
- Project has potential to **improve** student learning, program quality, or ongoing departmental program improvement initiatives. (15%)
- Project demonstrates a **focus** on student learning and/or operational outcomes and conceptualizes the **impact** on faculty, students and/or campus community. (25%)
- Project includes plan for **dissemination** of information and development of a final assessment product or system that will become part of an ongoing or future assessment plan. (15%)
- Project **budget rationale** is clear and supports project goals. (15%)

The rubric used for evaluation is available on the Assessment website: [Assessment Mini Grant Rubric 2022](#)

Responsibilities of awardees:

Sharing Output/Results: UASC Assessment Mini Grant recipients are asked to share output/results of projects with the University Assessment Steering Committee upon

completion of the project or at the end of the grant timeframe, whichever comes first. (For more information see #2 above). It is also expected that recipients will attend the 2023 Assessment in Action Conference and participate in a panel discussion to share information about their projects. Output and/or results will be used to demonstrate what accomplishments are possible from these grants and will be circulated to the University Assessment Steering Committee and, potentially, academic deans and the provost.

Considerations:

If this work results in a publication or project, please acknowledge that support for the work came from the UASC Assessment Mini Grant Program with the following acknowledgement:

Acknowledgement of support: *"This work was supported by funds from the UASC Assessment Mini Grant Program, Office of Institutional Effectiveness, Western Michigan University."*

COVID-19: The Office of Research and Innovation has created some helpful resources for guidance on research practices during the COVID-19 pandemic. Visit the COVID-19 Questions page for more information (note that some policies pertain specifically to externally funded grants): <https://wmich.edu/research/covid-questions>

Human Subjects Institutional Review Board: Assessment proposals that do not meet the federal definition of research or human subject (45 CFR 46) do not require HSIRB review, approval and oversight; however, in order to publish the results in a professional journal, HSIRB approval should be sought prior to implementation and data collection. Most assessments designed to measure achievement of desired student learning outcomes at the classroom, program, or institutional level do not require HSIRB oversight. For questions, please contact the associate director for research compliance at 387-8293 or via e-mail at research-compliance@wmich.edu.

For information regarding interaction with human subjects during COVID-19: <https://wmich.edu/research/humansubjects-COVID-19>

Condition for Acceptance: Awardees authorize the Office of Institutional Effectiveness to post project output/results/findings on the ScholarWorks Assessment page (http://scholarworks.wmich.edu/assessment_faculty_grant/).

Budget Contact Information: The name, email, and phone number for the budget contact within the department shall be provided by awardees upon signing the grant contract.

Application Submission: Applicants must meet all eligibility requirements and complete and submit the online application (including budget template) by the due date and time, January 31, 2022, 8 p.m. Eastern.

For questions about the mini grant program:

Karen Stokes Chapo, Program Manager Assessment
Phone: 269-387-3867

E-mail: karen.stokeschapo@wmich.edu



WESTERN MICHIGAN UNIVERSITY
Office of
Institutional Effectiveness