

## Student Learning @ RIT

# Assessment GRANT

### Call for Proposals

The Provost's Office and the Office of Educational Effectiveness Assessment (EEA) in Academic Affairs are pleased to announce the **Student Learning @ RIT Assessment Grant**. This assessment grant is designed to support the development and implementation of student learning assessment activities in academic programs and the General Education curriculum. The purpose of the grant is to promote innovative approaches or improved practice in the assessment of student learning.

Grant proposals are accepted on an open, rolling basis. Awards will be made in the amount up to \$1250 each.

### Purpose

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The purpose of the grant is to provide one-time funding for faculty to facilitate one or more of the following:

- The continued development and implementation of **Program Level Outcomes Assessment Plans (PLOAPs)** that focus on enhancing student learning and/or development, implementation, and use of results to inform and strengthen teaching, curriculum, and programmatic assessment practices
- Innovative assessment approaches to assessing one or more of the **General Education student learning outcomes** in an approved General Education Course from Perspectives/GE Framework
- Design and implementation of new **rubrics or instruments** (e.g., capstone projects, research) as well as data collection and analysis for either program level assessment or general education assessment
- Development and implementation of strategies from previous data collection and analysis cycles to facilitate continuous improvement practices

### Proposal Guidelines

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We encourage faculty to design a proposal in a way that meets the particular needs and goals of the college and program. Each proposal should outline how the described activities will enhance assessment practices and benefit the entire program. The following should be included with the proposal submission:

- **Proposal** – see electronic template
- **Support Letter** – dean or department chair needs to submit a letter of support

In addition, award recipients will be expected to submit the following:

- **Mid-Year Report** – one page report on progress—due no later than six months after award
- **Final Report** – the work needs to be completed by the timeline provided within the proposal, and a final report must be submitted within 30 days of completion of the proposed work.

### Proposal Components

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The following information needs to be included in the proposal:

- **Learning Outcomes** – identify at least one student learning outcome and how grant activities will improve assessment practices based on the collection, analysis, and use of evidence
- **Assessment Methods** – describe assessment methods and instruments to be designed or used. This must include at least one direct measure of student learning

- **Use of Assessment Results** – describe how assessment results will be analyzed, disseminated, and used to improve student learning and teaching
- **Timeline** – include a detailed timeline indicating when various activities will take place and who will conduct them with estimated deadline dates
- **Budget** – develop a budget and include how the grant funds will be used
- **Letter of Support** – include a letter indicating the college or department clearly supports the assessment project

## Use of Funds

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Disbursement of funds to personnel will be the responsibility of the project director(s). All funds must be used for assessment-related activities. The following items are examples of appropriate expenses:

- Expenses for a faculty/department retreat on assessment in the program with a deliverable of developing new course and/or program assessment instruments/tools (e.g. rubrics, scoring guides)
- Payment for raters/readers to evaluate student work samples – portfolios, capstone projects, etc., and to analyze the results and make suggestions for improvements

## Obligations

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- Use the funds exclusively for expenses directly related to the assessment project
- Attend one event sponsored by the Office of Educational Effectiveness Assessment to share what you have learned and developed through a workshop, panel discussion, presentation, or resource that would be helpful to faculty and programs across campus

## Proposal Submission

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Proposals should be submitted electronically to Laurie Clayton, Ed.D., Director, Office of Educational Effectiveness Assessment at [lacpro@rit.edu](mailto:lacpro@rit.edu).

**Proposal Selection Process:** The Office of Educational Effectiveness Assessment will review only those proposals which meet the outlined selection criteria. Emphasis will be placed on proposals from various colleges that highlight refining or implementing assessment plans by developing instruments, analyzing results, and using data to make improvements to curriculum, instruction, and assessment. Proposals with an emphasis on the assessment of General Education student learning outcomes in General Education courses are encouraged.

## Post Award Considerations

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Upon award notification, the award recipient will provide the EEA Office with the account number in which to transfer funds. Awardees are required to keep an accurate record of all expenditures in accordance with University policy and procedures. Acknowledgment of the award is required in all publications and presentations. All materials produced from the award are considered public documents and will be made available upon request.



Division of  
Academic Affairs  
**Office of  
Educational  
Effectiveness  
Assessment**

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### Cover Sheet

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**Applicant Name(s) Please list Project Director first:**

**Proposal Title:**

**Proposal Abstract (100 word max):**

**Program/Degree Level/Department/College:**

**Campus Contact Information:**

**Phone:**

**Email:**

**Office:**

**Project Start Date:**

**End Date:**

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Applicant Signature

Date

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Chair or Director Signature

Date

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Dean Signature

Date

## Proposal

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- **Learning Outcomes:** Identify at least one program level **or** General Education student learning outcome and how grant activities will improve assessment practices based on the collection, analysis, and use of evidence of that outcome.
  
- **Assessment Methods:** Describe assessment methods and instruments to be developed, reviewed, or used and includes at least one direct measure of student learning.
  
- **Use of Assessment Results:** Describe how assessment results will be analyzed, disseminated, and used to improve student learning and teaching.
  
- **Timeline:** Include a timeline indicating when various activities will take place and who will conduct them with estimated deadline dates.
  
- **Budget:** Develop a budget and include how the grant funds will be used.

**Letter of Support** (please attach)

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