



San José State
UNIVERSITY

Call for Proposals

LEARNING PRODUCTIVITY PROGRAM (LPP)
PLANNING GRANTS

Due: Monday, November 19, 2007

Undergraduate Studies
Administration Bldg 159, Zip 0030
(408) 924-2445

<http://www.sjsu.edu/ugs>



San José State
UNIVERSITY

Learning Productivity Program (LPP)

Call for Proposals for Planning Grants

AY 2007-2008

The Learning Productivity Program (LPP) application process is coordinated by the Office of Undergraduate Studies (UGS) under the Office of the Provost, with final awards and funding administered by UGS. The purpose of the LPP program is to support innovative, collaborative approaches to curriculum development, implementation, and assessment that are specifically designed to increase and enhance student learning. Proposals incorporating innovative and comprehensive assessment procedures are particularly welcome.

Proposals will follow a two-phase cycle and will be selected on a competitive basis:

Cycle #1: **Spring 2008**-Planning grants with support for development of a full proposal;

NOTE: PROPOSALS ARE LIMITED TO 5 PAGES. ONLY THE FIRST 5 PAGES OF THE PROPOSAL WILL BE CONSIDERED IN THE REVIEW.

Cycle #2: **Fall 2008 or Fall 2008 & Spring 2009**-Implementation grants will be selected from successful planning grants, and will require a progress report and Implementation Grant Proposal (for either one or two semesters).

Application Schedule for Cycle #1 Planning Grants

- 11/19/07:** Original plus two copies (3 copies in all) of your proposal is DUE to the Undergraduate Studies Office, Administration Building 159, Zip 0030 by 12:00 noon on **Monday, November 19, 2007**. An electronic version in Word must also be submitted to Gloria Edwards (Gloria.edwards@sjsu.edu) by that same date.
- 12/17/07:** Awards announced
- Spring 2008:** Plan/Develop Grant

Learning Productivity Program (LPP)

Purposes of the Project:

- Goal #1: To increase and enhance student learning
- Goal #2: To generate innovative approaches to the assessment of learning
- Goal #3: To increase collaboration in the development, implementation, and assessment of curriculum

Applicants are encouraged to address each goal in their proposed project.

Support and Eligibility:

SJSU tenured and tenure-track faculty may apply for this planning grant opportunity. Collaboration between faculty within a college, department, or in cross-disciplinary arrangements are encouraged. Participants will receive support for development of a full grant proposal. The level of support will be determined by the requirements of the proposed project.

Planning grant activities will include developing and refining project evaluation components, developing proposals for external funding, and gathering outside critiques and suggestions for improvement of the proposal.

Participants will present their proposed projects at a symposium prior to submitting full proposal applications, and again at the completion of the project.

Selection Process:

The selection process for LPP Grants will be competitive.

Faculty will be asked to submit an application describing:

- goals of the proposed project for curricular/pedagogical innovation;
- the degree to which the project supports university, college, and department priorities;
- qualifications of the proposed planning grant participants.

A selection committee will review proposals and rank applications for LPP Planning Grants (amount of release time for grants will be determined by project requirements).

The selection committee will consider proposals based on:

- clarity and completeness of the proposal;
- degree to which proposed activities address campus, college, and/or departmental needs and goals as stated above;
- soundness of proposed activities;
- contributions to be made by each collaborator;
- prospect of broad-based change as an offshoot of the project;
- strength of assessment components built into the projects (to include student learning outcomes).

Outcomes Assessment:

A final report is due at the beginning of the semester following project completion and may be made available to future LPP applicants.

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Planning Grant Guidelines

San José State University faculty members from a variety of disciplines will review proposals. Therefore, the application should be written so that reviewers outside of the applicant's field can understand the purpose, significance, and procedures of the project.

Applications should contain the following:

1. **Application Cover Sheet** including **Abstract** (maximum of 100 words).
2. **A Narrative (maximum five pages, double-spaced, 11-12 point font)** including the following sections:
 - a. **Need:** Describe the problem you wish to address. Demonstrate familiarity with the literature in this subject area. Why is the proposed project timely (campus/college/departmental need)?
 - b. **Project Description:** Identify an overall goal for the project with specific objectives. Under each objective, describe the proposed activities that will support each objective. Why is this project design especially appropriate for SJSU? What will be the impact/significance of the project on teaching and learning and how will this be evaluated. Include a timetable for the planning period.
 - c. **Collaborative Arrangements:** Describe the value of any collaboration; specify the particular contribution to be made by each participant and how that will support and complement the full proposal.
 - d. **Outcomes:** Describe the expected short and long term results of the project.

PLEASE NOTE THAT ONLY THE FIRST 5 PAGES OF THE PROPOSAL WILL BE CONSIDERED IN THE REVIEW. DO NOT EXCEED THE PAGE LIMIT OR USE A FONT SMALLER THAN 11PT.
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3. **Budget Narrative.** Planning grant budgets should include appropriate time for planning activities only (e.g., not all team members may require release time for this phase). A budget sheet must accompany the proposal. In-kind support from the department(s)/college(s) is encouraged.
4. Biographical information for each collaborator (one page on each).

The original plus two (2) copies (3 copies total) of all application materials should be received by the Undergraduate Studies Office, Administration Building 159, Zip 0030, no later than 12:00 noon on November 19, 2007. Applications received after the deadline will not be considered. Questions pertaining to the grant should be addressed to Gloria Edwards at 924-2445 (Gloria.Edwards@sjsu.edu).

Learning Productivity Program (LPP)
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Project Cover Sheet

Note: A separate project participant sheet must be attached for each additional participant

Title of the Proposed Project:		
Principal Investigator:		
Phone, Fax, Email, Department AND College of Principal Investigator are REQUIRED		
Phone:	Fax:	Email:
Department:		College (select from menu):

Names and emails of Participating Faculty (typed name and email address required, if applicable):

Name	Email

Abstract (not to exceed 100 words):

Signature, Name, Phone, Fax, Email AND Department of Chair are REQUIRED

Chair/Director signature:		
Chair/Director Name:		
Phone:	Fax:	Email:
Department:		

Signature, Name, Phone, Fax, Email AND College of Dean, or designee are REQUIRED

Dean's signature:		
Dean's Name:		
Phone:	Fax:	Email:
College (Choose from drop menu):		

Learning Productivity Program (LPP)
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Participant Cover Sheet

Title of the Proposal Project:		
Principal Investigator's Name:		
Project Participant's Name:		
Phone, Fax, Email AND Department of Project Participant are REQUIRED		
Phone:	Fax:	Email:
Department:	College (select from menu):	

Brief Description of above participant's responsibilities for this project:

Release Time request (Include the semester and the time ratio (0.1, 0.2...)):

Semester:

Ratio: 0.0

In Kind (if any):

Signature, Name, Phone, Fax, Email AND Department of Chair are REQUIRED

Chair/Director signature:		
Chair/Director Name:		
Phone:	Fax:	Email:
Department:		

Signature, Name, Phone, Fax, Email AND College of Dean, or designee are REQUIRED

Dean's signature:		
Dean's Name:		
Phone:	Fax:	Email:
College (select from menu):		

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Budget and Justification*

**Justification for each of the line items contained in the budget request*

I. Personnel (NOTE: Release time is reimbursed at the Vacant Rate. Current Vacant rate is as follows: 0.10 = \$2,285.50; 0.20 = \$4,571...)

Name	Release time	Expenses
SUBTOTAL		

II. Travel/Local Mileage

Event	Estimated Costs
SUBTOTAL	

III. Materials and Supplies

Supplies (please list)	Estimated Costs
SUBTOTAL	

IV. Consultants

Name	Release time or Stipend	Expenses
SUBTOTAL		

V. Other Direct Costs

Please list	Estimated Costs
SUBTOTAL	

VI. Total Project Costs

TOTAL	
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Please sign below if we may use your application as a sample for applicants to review during the next application cycle.

Signature _____ Date _____