##

## **2024 WSU Program Assessment Grant Program Proposal Form**

**Due May 31, 2024**

## Goals and Parameters:

To promote best practices in program-level assessment of student learning outcomes and student services programs’ goals, the Office of the Provost invites full-time Wayne State University faculty and staff to submit proposals to improve their program’s assessment efforts. One-time funds for five projects of up to $3000 are available to pilot, create, significantly revise, or effectively implement assessment instruments or processes, or to obtain professional development in program assessment.

Since 2018, 64% of proposals have been funded, with an average award of $2500 per project.

## Common projects among past awards:

* Developing more useful, practical assessment methods or instruments
* Improving assessment processes to make them more practical and sustainable
* Building capacity for assessment through professional development and colleague engagement
* Aligning assessments with changes to specialized accreditation requirements

## Common acceptable uses of funds include:

* Professional development (e.g., books, fees for webinars, conference attendance, invited speaker, expert consultant)
* Course release time/buy-out
* Salary (for a research assistant, student assistant, faculty, staff)
* Piloting of tools (e.g., commercial tests).

Note that funds cannot be used to support conference presentations, publication, or other forms of dissemination as other funding sources are available for those purposes.

## Strategic advantages

Proposals with one or more of the following elements generally receive higher scores:

* Multiple actively engaged participants.
* An ongoing impact on assessment practices, processes, or participation.
* Practices or processes that can serve as models for other programs.
* Submitted by programs that have not previously received an assessment grant.

**NB:** For programs that have received an assessment grant in the past, new proposals must constitute a separate or extension project; additional funding for a previously awarded project will not be granted. Completion of the previous grant project will be a factor in the review.

## Eligibility Checklist: The answer to all questions must be YES.

* Does your program currently report its annual assessment plan in *Planning*, the online repository for assessment documentation?
* Does the project focus on assessment of one or more of your program-level student learning outcomes (in academic programs) or goals (in student services programs)?
* Will the primary contact for the proposed project be full-time faculty or staff at WSU for the grant period (September 1, 2024-August 31, 2025)?
* Are all additional contacts/collaborators WSU employees (full- or part-time faculty, staff, or students)?

## Expenditure guidelines

All expenditures must be completed during the grant period (September 1, 2024 through August 31, 2025). Expenses must adhere to WSU policies and procedures in the [Administrative Policies and Procedures Manual](https://policies.wayne.edu/appm/1-3-1-expense-guidelines) and to the budget in the project proposal.

Expenses deviating from the submitted budget without approval from the Director of Assessment and expenses exceeding the award amount are the responsibility of the awardees and/or their unit.

**Please note that funds will not be renewed beyond the grant period and any unused funds will be recaptured by the Office of the Provost.**

## Proposal Process:

Complete the form below and submit by email to the WSU Sr. Director of Assessment, Cathy Barrette (c.barrette@wayne.edu), **by May 31, 2024.** Proposals will be reviewed by the University Assessment Council and additional faculty and staff volunteers using the rubric posted on the [grant program website](https://wayne.edu/assessment/grants/). Recommendations are submitted to the provost for final funding decisions.

### Recommendations from past grantees about submitting a proposal:

* Consult with the Director of Assessment about your project ideas and draft proposal.
* Review the [rubric](https://wayne.edu/assessment/grant_program/2024-assessment-grant-proposal-review-rubric.pdf), the descriptions of [previously funded projects](https://wayne.edu/assessment/pastgrants), and [examples](https://wayne.edu/assessment/grants/successfulproposals) of successful proposals before submitting your own proposal

Programs will be notified of a decision by **August 23, 2024**.

## Grant Requirements:

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| --- | --- |
| **Due date** | **Proposal lead’s/Primary contact’s activity** |
| May 31, 2024 | Submit grant proposal  |
| August 30, 2024 | Sign and submit the assessment grant agreement form to c.barrette@wayne.edu. (Processing of award disbursement begins in September after receipt of signed form.) |
| February 3, 2025 | Submit a 2-page midpoint report of progress. (See [grant forms page](https://wayne.edu/assessment/forms) for report template.) |
| (August 31, 2025: All grant activities and expenditures must be complete.) |
| September 30, 2025 | Submit a final report of all grant-related activities to c.barrette@wayne.edu. (See [grant forms page](https://wayne.edu/assessment/forms) for report template.)The report will be posted on the [WSU Assessment website](https://wayne.edu/assessment/grants/).  |
| February 28, 2026 | Coordinate with the Director of Assessment for you or a project team member to participate in a public presentation of the work accomplished with the grant.  |
| Winter 2026, specific date TBD | Participate in public presentation organized by the Director of Assessment |

# 2024 WSU Program Assessment Grant: Proposal Form

**Grant project period: September 1, 2024-August 31, 2025**

## Project title:

## Primary contact person (must be a full-time WSU faculty or staff member during the grant period):

Name:

Role/Position:

Email:

Phone:

Department/Unit:

Program name:

## Participating colleagues/collaborators (must be a WSU faculty, staff, or student employee (full- or part-time) during the grant period):

(Add rows to the table as needed.)

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Department/Unit** |
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## Reason for proposal:

1. How is program-level assessment currently done in your program?

2. What, specifically, needs development or improvement with respect to those assessment practices, processes, or instruments?

3. What factors or conditions have contributed to the area(s) needing development or improvement?

## Proposed actions and expected impact:

1. What steps will you take to improve your program’s assessment practices, processes, or instruments if you receive funding? Be as specific as you can about the link between the needed development or improvement(s), the learning outcomes or goals they address, and your proposed actions.

2. How will your assessment practices, processes, or instruments grow or improve as a result of your project?

3. If this program has received a WSU Program Assessment Grant in the past, how does the current project differ from the previous grant project?

## Assessment expertise:

1. What experience in assessment does your team bring to the project? (NB: The goal of this question is to understand the existing assessment expertise among the collaborators. Prior experience in assessment is not a requirement of the grant.)

2. What assistance, if any, do you need from experts in assessment or in other areas to carry out your project? Examples might include survey, test, or activity design support, statistical analysis, etc.

## Deliverables:

Specify the deliverables (products or benchmarks) that will indicate progress toward completing your project. Identify at least one individual who is responsible for each deliverable and specify its target completion date. Add rows to the table as needed.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Responsible party:** | **Completion date:** |
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## Funding Request:

Please provide an itemized budget. Add comments below to explain or clarify the relevance of expenditures to your deliverables/actions as needed.

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| --- | --- |
| **Item** | **Cost** |
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| **Total amount requested:** |  |

**Comments, explanations, or clarifications:**

## Supervisor support:

Please attach a signed letter of support from the appropriate chair/unit head/supervisor stating awareness of the project, approval of the plan, willingness to provide necessary support, and affirmation that the project proposer(s) is/are able to carry out the project in the grant period (September 1, 2024 – August 31, 2025).

## STATEMENT OF UNDERSTANDING

By signing and submitting this proposal, I/we agree to complete the proposed project and use any grant funds awarded within the grant period (September 1, 2024 through August 31, 2025) and in keeping with this proposal and all University policies in the [Administrative Policies and Procedures Manual (AAPM)](https://policies.wayne.edu/appm/1-3-1-expense-guidelines).

I/we agree to submit a midpoint report (due Feb. 3, 2025) and written final report (due Sept. 30, 2025) for review by the University Assessment Council.

I/we agree that at least one person on the project will coordinate with the WSU Director of Assessment by February 20, 2026 to participate in campus-wide public presentation to be held by April 30, 2026 describing the work accomplished under the grant.

I/we acknowledge that the awarded funds will be disbursed in full following receipt of this signed agreement. Awardees and/or their unit are responsible for expenses exceeding the award amount or deviating from the submitted budget without approval from the Director of Assessment. Any unused funds will be recaptured by the Office of the Provost after the grant period.

(All project team members must sign.)

**Printed name Signature Date**