

## Appendix B Assessment Mini-Grant Proposal

The Vice Chancellor for Academic Affairs established a mini-grant fund to help support school, department, and program efforts to improve their assessment of student academic achievement. Examples of projects that could be funded include, but are not limited to:

- wages for a temporary (student or staff) worker to assist faculty with the collection, recording, compilation, and analysis of assessment data;
- wages for a research assistant to help with the design, piloting, and analysis of a new or revised assessment measure;
- travel to another campus in order to consult with colleagues who have successfully implemented an assessment approach that you are considering;
- stipend for a consultant to work with your school, department, or program on improving the assessment plan that is in place;
- funding toward the purchase of assessment software or other resources; and
- travel to an appropriate assessment conference or workshop (reimbursement limited to transportation and registration).

**Amount:** The usual range for the mini-grants will be \$300-\$750, but larger grants may be approved depending on the scope and significance of the project.

**Eligibility:** Grants should be developed and submitted by or in consultation with the individual(s) responsible for assessment in the respective unit. In general, no more than one grant per year will be approved for an individual unit.

**Application:** To apply, provide the following information:

1. Brief description of the proposed project and the need that will be met by the project (e.g., improvement of existing assessment plan; faculty development opportunity for individual(s) responsible for assessment; expert advice on specific assessment problems in your unit, etc.).
2. A plan of work, approximate time line, and the individual(s) responsible.
3. Measure(s) for evaluating the project's success.
4. Amount of funding requested and what it will be used for.

**Deadline:** None. Applications will be reviewed in the order in which they are received, until funds are exhausted,

**Report:** Upon completion of the project, a report summarizing the results and providing final expense figures will be required.

**Contact:** Submit applications to Erin Frew, Director of Assessment. Questions may be addressed to Erin or to any VCAA staff member.