

Technology Fellowship Grant Program

[Program Guidelines](#)

The Technology Fellowship Grant Program is an initiative designed to help Johns Hopkins faculty develop course resources for undergraduate courses with the help of students - undergraduate or graduate - who possess relevant technical skills or content knowledge.

Funding

Technology Fellowship grants cover faculty stipends and student wages. Grant funds may not be used for equipment/software purchases. Departmental funds should be used for non-payroll needs. All funding questions should be addressed to Cheryl Wagner, Technology Fellowship Grant Program Manager (cwagner@jhu.edu).

Student Payments

Student team members are paid at the rate of \$14/hr. Multiple students may work on a project, but the total payment to all students may not exceed \$4,000 (the equivalent of approximately 285 hours per project). Faculty partners sign student timecards and track hours worked. The CER reserves the right to terminate projects and stop student payments if acceptable progress is not made based on project milestones.

Faculty Stipends

Faculty receive a \$1,000 stipend for project oversight, paid upon completion of the project.

Eligibility

Full-time faculty and students are eligible to apply. All teams must consist of one faculty member and at least one student. Students and faculty are not required to be associated with the same school. For purposes of this grant program, graduate students teaching a course are considered "students" and are not eligible to propose projects as supervising faculty.

The focus of this program is to create instructional resources that support undergraduate education and learning; however, resource development is acceptable for graduate courses in which full-time undergraduates regularly enroll.

Roles

Faculty

The Technology Fellowship grant program assumes that the faculty member is a full partner of the project and will guide the project's vision provide subject matter expertise and oversee student work throughout the duration of the project. The faculty member is responsible for signing student timecards, which the student will forward to the CER. The faculty member also ensures the maintenance of the resource beyond grant funding period.

Student

The primary role of the student is to assist the faculty member in "realizing" the vision. Student work includes developing the resource, learning new technology skills if necessary, consulting with CER staff members during the project if needed, and presenting project status updates at

Technology Fellowship Grant Program

meetings with CER staff. Student team members are responsible for accurately recording all time worked and submitting hours in a timely fashion.

CER

CER will assign a Center staff liaison to each project team to provide technical, instructional design, and project management assistance. The CER staff member will also help the team articulate project milestones and provide mechanisms for reporting progress, if needed. Faculty and student team members are encouraged to use the facility, equipment, and consulting services of the CER during the duration of the grant. The CER can assist with locating appropriate training and resources about technology related to the projects.

Development Timeline

Teams are expected to design and develop projects during one of three time periods. Please be sure to indicate which one you would prefer.

1. Summer/Fall only (May 1, 2019 – December 31, 2019)
2. Summer/Fall/Spring (May 1, 2019 – April 15, 2020)
3. Fall/Spring only (September 1, 2019 – April 15, 2020)

Once the team members have committed to a project period, they may not extend their work into a subsequent semester without prior consultation with the CER.

All members are expected to work in Baltimore during the time frame selected and meet with CER staff to provide at least two status updates scheduled at mutually convenient times.

Reporting

Teams awarded a grant will submit a draft project plan to the appointed CER liaison within one month of the award notification. This will include a list of project milestones used to evaluate project progress. CER staff will be available for consultation on developing the project plan and milestones.

Teams will submit a final project report. In addition, teams will be asked to complete a Technology Fellowship evaluation at the conclusion of the project.

* Project presentation requirements/guidelines.

Report requirements checklist:

- Name of project with team members and department
- Audience (course, size of class, frequency of course being listed, and subject specifics)
- Pedagogical Challenge for this audience
- Solution and technical summary
- The assessment approach listing the benefits observed/measured
- Next steps and sustainability of the project into the future
- Links to resource, screenshots, videos, etc. (highly encouraged)

The CER may contact select teams to produce a brief video showcasing the project. These brief videos will be published on the CER website.

Technology Fellowship Grant Program

Evaluation Guide

A committee will evaluate all proposals based on the criteria below. This committee will consist of faculty and staff.

Evaluation Criteria

Projects will be evaluated against the following criteria described below in order of importance.

1. **Enhances Pedagogy:** The proposal suggests a new or enhanced way of thinking about curriculum.
2. **Has a viable assessment strategy:** The proposal suggests concrete ways to evaluate and report its impact on teaching and learning in the course it supports.
3. **Increases accessibility to instruction:** The project enhances students' ability to access electronic information resources, their instructor, their classmates, or a broader set of resources to support the course objectives.
4. **Develops an approach that can be generalized or scaled:** The project serves as a prototype that can be modified, enhanced, or extended to other venues, divisions, departments, or courses.
5. **Provides/develops new electronic resources:** The project yields new resources for learning. See <https://cer.jhu.edu/techfellows> for a list of past projects.
6. **Increases collaboration:** The project enhances and facilitates collaboration among students and/or faculty within a division, or between faculty and staff of different departments.
7. **Is cost conscious:** The proposal demonstrates a good fit between purpose and plan; it embraces a selective use of technology while keeping implementation costs to a minimum. Based on the scope of work, the \$4,000 allocated to the student will be sufficient to complete the project.

Application Sections

If a dotted red line appears around a text box on the application form, you have exceeded the number of characters allowed. Faculty, you will not be able to submit the application if the character limit is exceeded. For both the faculty member and Fellow Statement, we recommend writing statements in a word processor application, observing a 300-word limit each. These statements may then be copied and pasted into the text box provided. The faculty and students' names should accompany each statement.

Audience (Please observe a 1,000-character limit. This is approximately 150 words.)

Briefly state who the audience for the completed project will be. Typically, this will be the students in a specific course or program. If the resource will be used more broadly, please describe.

Technology Fellowship Grant Program

Pedagogical Challenge (Please observe a 1,000-character limit. This is approximately 150 words.)

State the problem or issues your proposal intends to address.

Solution (Please observe a 1,000-character limit. This is approximately 150 words.)

Summarize how your proposal will resolve the challenge or problem. The solution should specifically describe the resource(s) to be developed by the students under the faculty's mentorship.

Assessment Strategy (Please observe a 1,300-character limit. This is approximately 200 words.)

Describe how you will evaluate the impact of the resource developed on the teaching and learning in the course.

Fellow Statement (Please observe a 300-word limit per fellow.)

Please address the following questions.

- What are your current skills and what do you hope to gain as a student on this project?
- How will your technical skills contribute to the success of the project?
- If your team's proposal is accepted, how will you balance your normal academic and extracurricular commitments with the added responsibilities of the grant?
- Include a description of your level of experience with the technologies to be used in your project. If you are relatively inexperienced, explain how you plan to address that.
- American Citizen or have an F1 Visa - indicate in your statement as this will be required for payroll purposes

Faculty Statement (Please observe a 3,250-character limit. This is approximately 500 words.)

This program supports faculty-student teams in the development of web-based resources for undergraduate courses. Examples of past projects may be found [here](#).

Please address the following:

- What is the pedagogical issue or problem that your project intends to address? (Criterion 1)
- How are you currently dealing with this problem, and how will your proposed project improve your students' ability to learn, increase their access to resources, or encourage more active or collaborative learning? (Criteria 3 & 6) How is this approach new or unique? (Criterion 5)
- Please explain how you will use the assistance of a student(s), what skills do you hope that they will bring to your project, and how you will manage the project work flow with them. (Criterion 7)
- How will the objectives of the project be divided between faculty and student(s)? (Criterion 7)
- How will you determine whether your project has been successfully completed and how will you measure its impact on the course? (Criterion 2)
- How many hours per week during the academic year do you expect the student(s) to work on this project? (Criterion 7) How many over summer or Intersession?
- What other courses or departments could benefit from this project? (Criterion 4)

Technology Fellowship Grant Program

- How will this resource be maintained beyond the funding of the grant? (Criterion 4)

For more information on your proposal or the Technology Fellowship Grant Program, please contact Cheryl Wagner at cwagner@jhu.edu or 410-516-7181.