

Stony Brook University
S-BOLD (Stony Brook Online Learning Development) Initiative
Full Proposal Template

Deadlines:

The full proposal submission deadline is **Tue March 1st, 2016**.

Instructions:

- Using the questions below to guide the development of your proposal, provide a narrative that is detailed, yet as concise as possible. Schedule a meeting with TLT to discuss your technological needs, develop your line-item budget and review your assessment plan. For more info on TLT Appointment, please visit <http://www.stonybrook.edu/commcms/provost/onlineed/sbold.html>
- Your final proposal submission should total about 15 pages (**single-spaced**), but no more than 20 pages, including the budget and assessment plan. Please use this MS Word template, but rename your MS Word file by adding your last name. For example: "S-BOLD Full Proposal_Tang".
- Please keep the headings for each section of your proposal: Impact, Institutional Context, Feasibility & Budget, Assessment and Conclusion. You should remove the text of the guiding questions.
- To fully develop the IMPACT section of your proposal, we strongly suggest that you discuss your project with your department and college/school.
- For questions, please contact the Associate Provost for Online Education, Dr. Wendy Tang, via e-mail at wendy.tang@stonybrook.edu with the words "S-BOLD" in the Subject line.
- Please email your completed submission as an attachment to s-bold@stonybrook.edu with the subject line: "S-BOLD Full Proposal_LastName".
- If your proposal is funded, you will be expected to incorporate research-based course design standards of quality to ensure consistency and academic rigor across all projects the University funds.

Proposal Overview (Suggested 1pg)

PI Name(s) and Department(s):

Primary Contact Email:

Title of your project:

Abstract: Provide a one-page summary of your project including your goals, tasks and the way these new online resources will facilitate the course or learning objectives. Please ensure that you explain how the students will engage with, and benefit from your successful project.

Impact (Suggested 1-2pg)

Describe the impact of your overall project on graduation rates, time to completion, and improved student learning experience. More specifically:

- How will this project improve graduation rates - by reducing the number of retakes, by improving grades, other factors, etc.?
- How will this project improve time to degree completion - by enabling larger enrollments, multiple sections, more frequent term scheduling, etc.?
- How will this project improve the student learning experience - by giving students more opportunities to review materials, more flexible schedules, more practice, etc.?
- What is the overall impact of the project? Please include any impact beyond what is listed above.

Institutional Context (Suggested 1-2pgs)

- In subsequent years of a project that employs TAs, additional faculty, and/or adjuncts, how will they be funded if the course(s) scales to multiple sections or significantly larger enrollments?
- How does this proposal leverage technology to improve the quality of education for SBU students? Students outside of SBU?
- How does this proposal leverage technology to increase affordability and accessibility for SBU students? Students outside of SBU?
- If this proposal requires any policy or curriculum changes to be successful, please describe the changes in detail.
- If this proposal supports further initiatives that are planned or underway for your department, your school/college, the university or SUNY, please describe those initiatives in detail.
- Please include any additional institutional context beyond what is listed above.

Feasibility & Budget (Suggested 3-4pgs)

Project Development Timeline

Expanding on the milestones from your LOI, list the specific project tasks that are required for completion. Please make sure that each task has an associated item in the budget.

Project Task	Projected Start & End Dates	Responsible Personnel

Review the budget checklist below before scheduling an appointment with TLT. Your submission should include this budget template and discussion of how you are addressing each component of the budget.

Personnel Service (PS) Project Personnel Time/Needs:	Anticipated Hours	Personnel Service (PS) Billable Hours Rate
PI/Co-PI Time		
Graduate student time		
Undergraduate student time		
Adjunct time (if needed to cover release time)		
Training Needed for Teaching Online		
Other (please explain)		
TLT Staff Support Needed:		
Instructional Design		
Assessment		
Instructional Technology		
Multimedia Development/Programming		
Videographer		
Help Desk Support		
Accessibility (caption)		
Other (please explain)		
Other Than Personnel Service (OTPS)		
Hardware/Equipment		
Software Purchase/licensing		
Royalty/Copyright Fees		
Travel		
Other (please explain)		

Assessment (Suggested 3-4pgs)

Your assessment plan should be as detailed as possible. Please use the following guiding questions as you prepare the planned assessments.

- How will you ensure that the technology you're envisioning is aligned with and supports the student learning outcomes (whether the outcomes of the course or learning tools)?
- How will this project enhance the students' learning of the subject matter?
- What evidence or data will you gather (after implementing the project) to demonstrate that the project has positively impacted student success?
- What evidence or data might you need from elsewhere in the university? (Office of Institutional Research, Blackboard, TLT, etc.)
- Optional consideration: If applicable, describe how this course or learning tool might impact students in other, less tangible ways (e.g., influence selection of major or discipline, desire to take additional courses in this format or from this instructor)?

Review the assessment template below before scheduling an appointment with TLT. Your submission should include this template and discussion of how you are addressing each component of the assessment plan.

Course &/or Project Objectives (Outcomes)	What data will be used to determine if this is successful?	When will this assessment take place?	Comments
EX: At least 30% of the enrollees should be students from outside Stony Brook	Student demographics from SOLAR	At completion of the second offering of the course.	Will need to list this course through Open SUNY and through Engineering forums.

Conclusion (Suggested 1pg)

Please address any remaining points in response to the specific feedback you received on your Letter of Intent. If all items have already been addressed above, please direct proposal reviewers to the applicable section.