



## UWW ORSP DEADLINE: 28 FEBRUARY 2011

# UW SYSTEM PK-16 GRANT PROGRAM TEACHER QUALITY INITIATIVE

# INTRAMURAL GRANT APPLICATION PACKAGE

X

**University of Wisconsin-Whitewater Office of Research and Sponsored Programs Intramural Transmittal Form.** ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

**Proposal Development and Submission Instructions.** Each University of Wisconsin grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

**Grant Program Forms.** Each University of Wisconsin grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

**Additional Proposal Development and Submission Resources.** University of Wisconsin grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

*The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ALL proposals must be submitted to ORSP. Grants submitted to directly to System or Extension may not be reviewed.*

DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu  
RON FLEISCHMANN, Associate Research Administrator, 262-472-5212, fleischr@uww.edu  
ORSP, 2243 Andersen Library, [www.uwworsp.org](http://www.uwworsp.org)





UNIVERSITY OF WISCONSIN  
WHITewater

RSP APPROVAL & CERTIFICATION  
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

<b>FUNDING COMPETITION INFORMATION</b> Deadline:		<b>RSP USE ONLY</b>		ID:
1. Sponsor & Program:		Date Submitted:		
2. Address:		Number of Copies to Sponsor (original +)		
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A		
4. Web:		GT Proposal Entry:		GT Award:
<b>PROPOSAL INFORMATION</b>				
5. Principal Investigator:		5a. Department/Division/Institution:		
5b. Address:		Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:		
6b. Address:		Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:		
7b. Address:		Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:		
8b. Address:		Phone:	Fax:	Email:
9. Project Title:				
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		<b>AWARD INFORMATION – RSP USE ONLY</b> <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT		
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA# )		
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To		
13. Begin Date End Date		Total Award Begin Date End Date		
<b>REQUIRED CLEARANCES – Does the project involve:</b>				
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?			Approved? (choose one)	
15. use of human subjects, human tissue or vertebrate animals?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
16. action involving space, remodeling, or construction?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
17. hiring non-UWW personnel?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
18. requires release time by PI (and/or Co-Is) in support of project activities?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
19. creation of new degree programs or services?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
20. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
<b>REQUIRED SIGNATURES</b>				
<b>PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.				
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)		TYPED NAME:		
<b>DEPARTMENT CHAIR/UNIT DIRECTOR</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
		TYPED NAME:		
<b>COLLEGE DEAN/DIVISION DIRECTOR(S)</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
<i>Applicants submitting proposals including an international component must secure the signature of the Director of the Center for Global Education in this cell.</i>				
		TYPED NAME:		
<b>RESEARCH AND SPONSORED PROGRAMS CERTIFICATION</b>				
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.		<b>SIGNATURE</b>		<b>DATE</b>
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:		TYPED NAME: DENISE EHLEN

UW SYSTEM PK-16  
TEACHER QUALITY INITIATIVE

**DEADLINE NOTE**

The University of Wisconsin-Whitewater Office of Research and Sponsored Programs' deadline – 28 February 2011 – IS FIRM.

Each System institution may submit one application. UW-Whitewater applications will be reviewed by the Academic Development Committee who will make recommendations to the Provost.

***If multiple proposals are received from a campus, all proposals will be returned without review.***

Contact Denise Ehlen ([ehlend@uww.edu](mailto:ehlend@uww.edu), x5212) with additional questions.

**University of Wisconsin System PK-16 Grants  
Teacher Quality Initiative [TQI]  
2011-2012 Academic Year**

*Request for Proposals*

**Due: March 21, 2011**

The University of Wisconsin System Administration is pleased to announce an opportunity for funding to support the priority of improving the preparation of classroom teachers (initial preparation and/or professional development) with an emphasis on the areas of Mathematics, Science, and English/Language Arts.

A total of \$150,000 will be available for the 2011-2012 academic year to advance this Teacher Quality Initiative. These funds may be used to design and implement new projects as well as to support significant enhancements to existing initiatives (i.e., initiatives designed to evaluate impact of current programming or significantly expand an existing project beyond its current scope).

Priority will be given to proposals that focus on the design and evaluation of curriculum and/or performance assessments that align with the recently adopted common standards for Mathematics and English/Language Arts and/or advance work initiated by the FIPSE assessment project, including expanding on the performance assessment work initiated in Math and Science (i.e., incorporating evidence of K-12 student learning into the performance assessment process).

Successful proposals will include partnerships among faculty from education and faculty and classroom teachers from the disciplines of Math, English/Language Arts, and/or Science.

Proposed projects may cover a 12-24 month timeline. To ensure sustainability and attainment and documentation of outcomes, proposals covering 2 years are highly encouraged. Multi-year projects must present a coherent proposal reflecting a coordinated plan of activities over the time span, rather than replication of the same project over 2 years. The decision to continue funding into year two will be contingent upon the ability to document that the project has made adequate progress toward meeting the outcomes identified.

Each of the University of Wisconsin baccalaureate institutions offering teacher preparation programs is invited to submit an application. Only one proposal per campus will be accepted. If multiple proposals are received from a campus, they will be returned without review. Collaboration between baccalaureate institutions is highly encouraged.

Single-campus applicants can request funds up to the maximum of \$25,000 for each year (i.e., 2011-12 and 2012-2013). Applications representing multiple campuses should consider this maximum as a guideline for their budget request (i.e., an application representing two campuses should not exceed \$25,000 per year, per campus).

Successful proposals will detail authentic involvement of faculty from education and letters and sciences and K-12 and should serve to complement your project outcomes.

The likelihood of funding will be enhanced if proposals integrate other relevant System initiatives and include strategies for sustaining project outcomes.

**The electronic submission of the proposal is due on or before midnight March 21, 2011 for projects that will be funded during the fiscal year 2011-2012. No exceptions to this deadline will be granted.**

### **Project Duration**

Applicants may request project funding for up to two years (2011-2013). Single-campus proposal budgets should not exceed \$25,000 per year; multi-institutional proposals should not exceed \$25,000 per year, per campus. We anticipate funding 4-6 projects. Please remember that all awards are contingent upon continued funding at the System level.

### **Requirements for Application**

To be considered for funding, a proposal must:

1. Present a coherent statement of project outcomes that directly address the priorities of the Teacher Quality Initiative and are measurable, using qualitative and/or quantitative methods,
2. Detail the salient project activities that are intended to promote the successful attainment of these outcomes,
3. Clarify how activities designed to meet stated outcomes are grounded in research/relevant professional literature,
4. Have the potential to be replicated at other institutions,
5. Employ sound evaluation measures, and
6. Include strategies designed to sustain the essential work beyond the life of the grant (e.g., external funding potential, institutionalization of project through internal reallocation of resources, etc.).

### **Proposal Components**

- I. Cover Page.** If submitting a multi-institutional proposal, the Provost from each participating institution must sign the cover page.
- II. Abstract.** Maximum length: one double-spaced page.
- III. Project Narrative (sections A-E).** Maximum length: ten double-spaced pages, with a minimum 10 point font and one inch margins. Please note that reviewers will evaluate proposals based on all elements within this section. The number of points allocated to each section is noted. Points will be used by reviewers to score proposals and make recommendations concerning funding. The narrative must address all of the following five sections:
  - A. Description of Project Outcomes and Activities (35 points).** Clearly identify the intended outcomes of the project and describe the major activities consistent with each of these outcomes. Outcomes must relate directly to one or more of the priorities identified above and must be specific, measurable, and attainable.

In this section, discuss how the proposed project will relate to and/or enhance existing efforts on your campus. If applicable, describe the innovative and/or experimental nature of the project. Describe the nature of and reasons for the specific collaborative partners (i.e., describe how partners will enhance activities associated with planning, implementation and evaluation).

Project outcomes and activities should reflect knowledge of the current work on the common academic standards and PI 34 requirements associated with documenting the performance of classroom teachers (pre-service or in-service). The narrative should be organized so that the reviewers are clear about the overall outcomes of the project (i.e., what you will present as your final documented accomplishments) as well as the incremental indicators or benchmarks of success and relevant activities for each year of the project.

- B. Relevant Research/Professional Literature (15 points).** In this section you are provided with the opportunity to cite relevant research and reference specific aspects from professional literature upon which your work is grounded. As you summarize key references, also explain how your anticipated outcomes and/or proposed activities are informed by this research and/or are responsive to current, salient educational issues. State how you anticipate that this work will help inform the professional knowledge base and advance the quality preparation of teachers. Your list of references will not be counted as part of the 10 page limit.
- C. Assessment/Evaluation (20 points).** For each outcome included in section A, identify the methods and tools you will likely use to assess the attainment of the outcome. In addition, for each of the salient activities, describe how you will evaluate if the activity was effective in helping advance the project and goal attainment. Successful proposals will reflect sound quantitative and/or qualitative research methodologies (i.e., participant perceptions are not sufficient for documentation of outcomes or evaluation of the quality of activities).

The use of an external evaluator (ideally an expert external to the home institution) is highly encouraged and may be supported by project funds. It is appropriate to indicate that new tools may be developed; however, please provide general information regarding any proposed methods or tools.

- D. Work Plan Overview (10 points).** Complete the work plan overview template. The attached form must be used for all proposals (do not use your own form). This work plan should be a coherent visual summary of your project. For each of the project outcomes identified in section B, you will need to *list the major activities* that will advance the stated outcome, *identify a projected starting date* for each activity, *identify who will have the lead responsibility* for each of the major activities (name and title/affiliation), and *describe how you intend to document the effectiveness of the activities (evaluation) and outcome attainment (assessment)*. The workplan will not be counted as part of the 10 page limit.
- E. Sustainability and Dissemination (5 points).** Identify the specific strategies you will take to increase the likelihood that the activities/project outcomes will be sustained beyond the grant cycle (e.g., actions to secure other external funding; institutionalization of project through internal reallocation; etc.). Describe how you plan to communicate your progress and outcomes within your institution, the UW System, PK-12 schools and at possible state and national venues. Grant recipients must develop and maintain a website of project activities. Project web pages will be linked to the UW System Teacher Quality Initiative

(TQI) website <http://tqi.uwsa.edu/grants.htm>. Grant recipients may be required to attend a workshop of project coordinators (travel and expenses to be covered by UW System).

**IV. Budget and Budget Narrative (15 points).** The attached budget form must be used for all proposals (do not use your own form). Please note that there are different forms for the doctoral institutions and the non-doctoral institutions. Multi-year projects should include a separate budget form for each year (i.e., 2011-2012 and 2012-2013).

You must also include a budget narrative (maximum length: two pages double-spaced, with a minimum 10 point font). Clearly describe and justify each item of the budget in relation to the proposal. For example, if you include release time for faculty and/or staff, explain their activities during the funding period.

Funds may be requested for the following expenses:

- UW faculty/staff release time, overload, or summer contracts (include fringe benefits for UW faculty and staff)
- Compensation for collaborative partners (e.g., PK-12 teachers, postsecondary representatives, CESA staff) for such activities as program development, planning and instruction (contract buy-out, overload, or substitute teachers). Do not include fringe benefits for non-UW employees.
- Student help, graduate assistants (include fringe benefits for UW support staff)
- Travel for planning meetings and dissemination
- Software, supplies and expenses
- Capital equipment and hardware in support of the project
- An external evaluator

Funds may not be requested to provide stipends to teachers to participate in the project's professional development programs (except during the summer when teachers are not under contract with the school district). Funds may not be requested to waive tuition and fees for university credit courses or to pay tuition for student project assistants. Institutional match is not required.

Applicants are highly encouraged to work with their campus research administrative office to ensure that their budget is accurate and aligned with the narrative and that all proposed funding items are allowable.

**V. Vitae.** For the project director only, please provide a condensed, one-page curriculum vitae.

**VI. Letters of Support** (optional).

### **Review Process**

A review team consisting of representatives from UW institutions, UW System Administration, and the Department of Public Instruction will assess the proposals and make funding recommendations to the Senior Vice President for Academic Affairs, UW System Administration.

## **Forms and Reports**

All forms will be available at the following URL: <http://tqi.uwsa.edu/grants.htm>

## **Submission Guidelines**

Proposals must be **electronically submitted no later than midnight March 21, 2011.**

**Email submissions** to [saass@uwsa.edu](mailto:saass@uwsa.edu) must include all proposal components including the cover page with appropriate signature(s) and the budget form(s) with narrative. The cover page with original signature(s) must be mailed postmarked by March 21, 2011.

All proposals received will be the property of UW System. Proposals submitted after the deadline date will not be considered. Applicants are responsible for obtaining their campus approval of proposals in time to meet the UW System deadline.

## **Contact**

Dr. Francine Tompkins, Director  
PK-16 Initiatives  
222 West Washington Ave Suite 470  
Madison, WI 53703-2793  
608-262-5464 Phone  
608-265-0070 Fax  
[ftompkins@uwsa.edu](mailto:ftompkins@uwsa.edu)

**COVER PAGE**

University of Wisconsin System PK-16 Initiative:  
Teacher Quality Initiative

Proposals due at UW System on or before **March 21, 2011**. Principal investigators are encouraged to check with their university's research administration office for other institutional deadlines or requirements that might apply. See 2011-12 Request for Proposals for submittal instructions.

INSTITUTION:	AMOUNT REQUESTED:																					
PRINCIPAL INVESTIGATOR & TITLE:																						
DEPARTMENT:																						
ADDRESS:																						
PHONE:																						
FAX:																						
E-MAIL:																						
PROJECT TITLE:																						
<table style="width:100%; border: none;"> <tr> <td style="width:30%; padding: 5px;">*UW Institutional Approvals:</td> <td style="width:35%; border-bottom: 1px solid black; padding: 5px;">Institution</td> <td style="width:35%; border-bottom: 1px solid black; padding: 5px;">Provost</td> </tr> <tr> <td style="padding: 5px;">*UW Institutional Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">Institution</td> <td style="border-bottom: 1px solid black; padding: 5px;">Provost</td> </tr> <tr> <td style="padding: 5px;">*UW Institutional Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">Institution</td> <td style="border-bottom: 1px solid black; padding: 5px;">Provost</td> </tr> <tr> <td style="padding: 5px;">*PK-12 School or CESA Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">School or CESA</td> <td style="border-bottom: 1px solid black; padding: 5px;">Superintendent/ CESA Administrator</td> </tr> <tr> <td style="padding: 5px;">*PK-12 School or CESA Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">School or CESA</td> <td style="border-bottom: 1px solid black; padding: 5px;">Superintendent/ CESA Administrator</td> </tr> <tr> <td style="padding: 5px;">*Other Postsecondary Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">Institution</td> <td style="border-bottom: 1px solid black; padding: 5px;">Provost</td> </tr> <tr> <td style="padding: 5px;">Other Postsecondary Approvals:</td> <td style="border-bottom: 1px solid black; padding: 5px;">Institution</td> <td style="border-bottom: 1px solid black; padding: 5px;">Provost</td> </tr> </table>		*UW Institutional Approvals:	Institution	Provost	*UW Institutional Approvals:	Institution	Provost	*UW Institutional Approvals:	Institution	Provost	*PK-12 School or CESA Approvals:	School or CESA	Superintendent/ CESA Administrator	*PK-12 School or CESA Approvals:	School or CESA	Superintendent/ CESA Administrator	*Other Postsecondary Approvals:	Institution	Provost	Other Postsecondary Approvals:	Institution	Provost
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*Other Postsecondary Approvals:	Institution	Provost																				
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**\*If more space is needed for the collaborating institutions or schools, attach more pages.**

**University of Wisconsin System PK-16 Initiative:  
Teacher Quality Initiative**

**2011-12 BUDGET FORM (Non-Doctoral Institutions)**

<b>PROJECT TITLE:</b>			
<b>INSTITUTION:</b>		Salary	Fringe
			Funds Requested
<b>SENIOR PERSONNEL</b> (Indicate Salary Classification or Non UW Employee)			
<b>1. Principal Investigator:</b>			
2.			
3.			
4.			
<b>OTHER PERSONNEL</b> (Non-Doctoral Institutions) (do not calculate fringe on non-UW employees)	<u>Fringe Rate</u>		
1. Faculty/Academic Staff	44.5%		
2. Classified Staff	57%		
3. Limited Term Employees (LTE)	46%		
4. Project and Teaching Assistants	34%		
5. Research Associates and Interns	34%		
6. Ad Hoc Program Specialist and Undergraduate Assistants	7.65%		
7. Student Hourly	2.5%		
8. Non UW Employee	0%		
<b>Salary Subtotal</b>			
<b>CAPITAL EQUIPMENT</b> (items over \$1000, list each separately) (for more information - <a href="http://www.uwsa.edu/fadmin/fppp/fppp33.htm">http://www.uwsa.edu/fadmin/fppp/fppp33.htm</a> )			
			<b>Subtotal</b>
<b>TRAVEL</b> (for more information - <a href="http://www.uwsa.edu/fadmin/travel.htm">http://www.uwsa.edu/fadmin/travel.htm</a> )			
1. Mileage _____			
2. Meals _____			
3. Lodging _____			
4. Other (explain)			
			<b>Subtotal</b>
<b>SUPPLIES &amp; EXPENSES</b> (List items)			
			<b>Subtotal</b>
<b>TOTAL GRANT REQUEST</b>			

**PK-16 Teacher Quality Initiative  
Work Plan Overview  
Sample**

This form will provide reviewers with an overview of the detailed information provided in your narrative. The following “sample” is provided for clarification. A blank template is also included. Please be sure your narrative and your work plan overview agree. Note: It is possible to have a single major outcome for your project.

Please forward electronic submissions including all application materials to: [saass@uwsa.edu](mailto:saass@uwsa.edu) **on or before midnight March 21, 2011.**

**For each project outcome, please provide the following:**

**Outcome Statement and Assessment\*:**

*This should be a brief statement, written in sufficient detail to provide the reader with a clear understanding of 1) what you hope to accomplish over the course of your grant **and** 2) how you will assess outcome attainment.*

**Example:** Outcome--To create a valid and reliable standards-based assessment tool, for the content area of middle/high school English/Language Arts, which will be used for evaluating the performance of teacher education candidates during their classroom-based clinical field experiences. Assessment—In addition to providing copies of the resulting performance assessment as evidence of the attainment of the project outcome, documentation will be provided detailing how validity and reliability were achieved.

<p><b>Project Activities</b> <i>Describe the most salient and significant activities that you will implement to meet each intended outcome</i></p>	<p><b>Timeline</b> <i>For each activity, include the anticipated initiation dates.</i></p>	<p><b>Participants</b> <i>For each significant activity, identify the key participants. Include names if known, and title/affiliation.</i></p>	<p><b>Evaluation</b> <i>Detail, as much as possible, what methods you will use to evaluate the quality/ effectiveness of each activity</i></p>

\*If you are submitting a proposal for a multi-year grant, identify the outcome(s) and assessment(s) for each year grant support is requested.

**PK-16 Teacher Quality Initiative  
Work Plan Overview  
Template**

**Institution** \_\_\_\_\_ **Amount Requested** \_\_\_\_\_

**Principal Investigator** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Outcome Statement and Assessment:**

<b>Project Activities</b>	<b>Timeline</b>	<b>Participants</b>	<b>Evaluation</b>