

## Proposed Changes to --

### GUIDELINES FOR ECECETDHAHA MINI-GRANTS

Approved June 26<sup>th</sup> 2007

The Electrical and Computer Engineering Technology Department Heads Association (ECETDHA) sponsors a mini-grant program that provides members of ECETDHA, and/or faculty and staff in their organizations, an opportunity to receive partial funding for projects that will benefit the Association or advance its goals. These guidelines define what is required to apply for a grant and the obligations of grant recipients to present final results from funded grant activities.

#### Types of Projects to be Funded

It is the Association's intent to provide considerable latitude in the projects that it chooses to fund. Given that the membership in the Association represents a variety of related but substantively different educational disciplines, it is not necessary that a project benefit the entire spectrum of the Association to receive funding. However, it is expected that a funded project benefit a significant portion of the membership. The benefits could be to a particular educational discipline, the development and use of specific teaching methods, or broader topics benefitting the full spectrum of Association membership. It is also possible that projects be of primary use to a particular college or system as long as the information from the project will also be of interest to the larger ECETDHA community.

To ensure that funded projects meet these requirements, the review committee will use a 5-point Likert scale to score all proposals according to their impact on the following criteria, weighted as indicated:

- Breadth of appeal of the project to Association members (30%)
- Innovation and creativity of the proposed project (20%)
- Practicality of use or adoption of the project by Association members (20%)
- Affordability of the project for use or adoption by Association members (20%)
- Timeliness of the project (10%)

To receive funding, a project must earn at least an average score of 3 when all scoring components are aggregated. If several submitted proposals achieve this threshold score, the Association will award funds to the project earning the highest score from the assessment process. Additionally, at its discretion and if funds permit, the Association may choose to fund the proposal earning the second highest assessment score.

#### Funding Amounts

Grants of any value up to a maximum of \$1000 per project will be awarded. However, it is the intent of the Association that grant funds provide no more than 50% of the required funding for the proposed project. Therefore, applications for grants must include a budget that shows need for additional funding in an amount at least equal to the amount requested from the Association. The requestor is expected to find funds for the remaining requirements of the project from other sources.

#### Project Results

If awarded funds, the director of a project must, at the conclusion of the project, provide the Association with a report describing the outcome of the project. The report will be made available to the Association membership to ensure broad awareness of the potential benefits accruing from the project. Further, though not required, it is hoped that most projects will result

in publication of papers and/or presentation of results at the ASEE's annual conference, the CIEC, the FIE, or possibly submission of an article to the *Journal of Engineering Technology*.

#### Contents of a Grant Proposal

A proposal request should include:

1. Identification of Project Director, including address, phone number, and e-mail address.
2. An abstract introducing the project and clearly stating the issues motivating the project.
3. A justification statement that defines the purpose of the project, objectives to be achieved, and benefits to the electrical and computer engineering technology community.
4. Specific project results anticipated upon completion of the project.
5. Anticipated time line (two years maximum) clearly identifying key tasks, milestones, and phases of the project.
6. Anticipate budget showing use of the grant funds and a statement of where funds over and above the grant funds will be obtained.

Requests should typically require no more than three (3) typed pages, not including a one page budget statement.

#### Submission Deadlines

Applications for grants will be accepted twice each year, once prior to the Association's summer business meeting held at the ASEE annual conference and once prior to the Association's winter business meeting held at the CIEC. Summer applications are due by May 1<sup>st</sup>, and winter applications by December 1<sup>st</sup>. Applications should be provided in electronic form to the ECETDHA Chair. Awards of funds will be decided prior to the upcoming Association business meeting, and any award of funds will be announced at the business meeting.

#### Review Committee

Review and approval of funding requests will be the responsibility of the Executive Committee of the Association. A unanimous vote of the Committee will be required for approval of funding. The Chair of the Association will forward requests for funding to committee members no less than one month prior to the next Association business meeting. Deliberations will be coordinated by the Chair, and decisions made in time to be announced at the upcoming business meeting.

#### Sample Funding Request

A sample funding application is attached.

#### Unused Funds

If the project is not completed, funds must be returned to the Secretary/Treasurer of the Association.

#### Other Funds

Applicants for funding may use ECETDHA's funding of a project to recruit funds from other sources.

#### Revisions

Suggestions on project modifications may be made by the Association's review committee, but any such recommendations do not have to be followed for a project to receive funding.

#### Restrictions

Other than being used in a prudent manner for the approved project, there are no restrictions on the use of grant money.

### Copies of Final Report

The project director should provide the ECETDHA with at least 3 copies of the completed project report for inclusion in the ECETDHA archives and working files.

### Process for Notification of Grant Awards

- The Chair of the Association will notify the Project Director of a successful grant application upon approval by the grant review committee.
- The Project Director will inform the Chair of the Association where the check should be sent, and provide written agreement to provide the Association copies of the final project report or article and the anticipated date of the report availability.
- The Association Chair will notify the Association Secretary/Treasurer of the approval of the project and where the grant check should be sent.
- The Association Secretary/Treasurer, or his/her successor, will monitor the projects and maintain appropriate files of completed projects to encourage those directors who have not yet completed their projects to do so.
- The Association Secretary/Treasurer will include, as part of the standard Treasurer's report, the status of all in-progress projects at each Association business meeting.

### SAMPLE REQUEST FOR AN ECETDHA MINI-GRANT

ALPHA INSTITUTE OF ENGINEERING TECHNOLOGY  
ENGINEERING TECHNOLOGY DEPARTMENT  
222 West Pike, Anywhere, NI, 54321

### PROPOSAL FOR AN ECETDHA MINI-GRANT

### ELECTROMECHANICAL MACHINES LABORATORY SURVEY

John Q. Smith  
Associate Professor  
Telephone 222-333-4444  
Fax 222-333-5555

December 1, 2007

**Abstract:** The grant is requested to fund a survey of colleges to determine the requirements for state-of-the-art requirements for electric motors and controls which are to be used in the teaching of courses in electric motors, controls and an introduction to robotics.

#### **Justification:**

Instruction in electrical machines has changed significantly in the last two decades. The graduate of an ET curriculum is now required to know general information about fractional horsepower control motors, stepper motors and solid state motor control, in contrast to being required to design motors and generators of several horsepower.

It is the intent of this proposal to survey colleges offering both AAS and BS programs in EET to determine:

1. The amount of instruction in machines now undertaken.
2. The type of equipment now available in their labs.
3. The type of equipment which should be available
4. The suitability of textbooks available in this discipline.

The purpose of the survey is to help in the updating of various engineering technology curricula in electric motors and controls, by providing information from other institutions to their instruction and equipment available.

Intended Report:

A report will be generated which will summarize the information provided by the colleges responding to the survey, to draw any conclusions which are apparent from the survey results, and to make projections for any requirements which appear to be in order.

It is intended that the report will be in a form suitable for publication in the *Journal of Engineering Technology*.

Time Line:

Development of Survey	Spring 2008
Mailing of Survey	Sept. 2008
Return of Survey	Dec. 2008
Compilation of Data	Spring 2009
Writing of Report	Fall 2009
Submission of Article	Dec. 2009

Budget:

As seen on the budget attached, the mini-grant will help the institution and the faculty member to fund mailing and duplication costs. The additional funds to complete the project will come from the Alpha Institute operating funds.

Postage: 600 colleges @ \$0.40 \$240

Paper and Duplication: \$360

Telephone: \$100

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Supplies and Misc. \$700

(\$ Requested \$350.00 from ECETDHA)

Faculty and clerical time and \$350 of handling cost will be cost-shared by Alpha Institute.