Assessment Mini-Grants
Marquette University Office of the Provost

**Purpose:** To improve assessment practices for increased student learning at the program level; to kick-start ideas, generate innovative thinking; or use existing assessment data to extend/validate previous findings through follow-up.

**Funding:** Total funding of $20,000 is available. The individual mini-grants are typically funded up to $2,500. All expenditures must be incurred by June 30, 2012.

**Who is eligible:** Faculty and staff who are involved with the development and implementation of student learning or co-curricular outcomes assessment.

**Examples of what CAN qualify for funding:**
- Purchase of instruments or software for assessment of student learning.
- Cost of printing/copying/mailing assessment instruments.
- Student stipends for help with data collection, analysis, creation of instruments, etc.
- Costs associated with travel to state, regional or national conferences directly related to student learning outcomes assessment.
- Purchase of texts or other materials that a department/program would use for curricular change.
- Costs for travel to another campus to consult with colleagues about their successful assessment procedures or strategies.
- Honoraria for on-campus visits by colleagues or others who could add information and expertise for department assessment.

**What CANNOT qualify:**
- Faculty stipends, release time or salaries.
- Incentives for students or others to complete or participate in assessment activities.
- General purpose equipment.

**Examples of projects:** The following institutions are a sample of those who have implemented mini-grants. Looking at what they’ve done might help generate ideas for yours.

**IUPUI - Several years of proposals and some reports:**
http://www.planning.iupui.edu/376.html

**UC Irvine – Includes project reports:**
http://www.assessment.uci.edu/assess/grant_program.asp

**St. Cloud State University – Titles of award projects. See also Spring 2005 Follow-up report:**
http://www.scloudstate.edu/assessment/resources/grants/200910AssessmentGrantRecipients.asp

**Western Michigan University – has project presentations for some previous years:**
http://www.wmich.edu/poapa/assessment/grants.html

**Truman State University – These are “Scholarship of Assessment” grants with research reports:**
http://assessment.truman.edu/grants/

**Loyola Marymount - Examples of funded grant projects:**
http://www.lmu.edu/about/services/academicplanning/assessment/Internal_Assessment_Grant.htm
**Timelines:**
Deadline for submission of award application........November 21, 2011
Award announcements ........................................December 2, 2011
Deadline for expending award funds.........................June 30, 2012
Report due ............................................................August, 2012

**Application Procedure:** Please prepare a project description (four page maximum) using the following outline:

1) **Objectives:** What is the purpose of the proposed project? What assessment problem or need will it address? Why is it important?
2) **Description:** What do you intend to do? What assessment methods will be used, data analysis employed?
3) **Responsible persons, participants, and timeline for completion:** Project expenditures must be incurred by June 30, 2012.
4) **Budget:** Please itemize all planned expenditures.
5) **Planned dissemination:** How will findings from the project be used and shared with others?

Submit the project description and cover page (includes department chair’s sign off) either electronically or in hard copy no later than November 21, 2011 to:

Sharron L. Ronco  
Assessment Director  
Raynor Memorial Libraries, R320  
414-288-6390  
Sharron.Ronco@marquette.edu

**Award procedure:** Applications will be reviewed by the University Assessment Committee applying the following criteria:

- Extent to which the project meets departmental assessment plans or needs.
- Extent to which the project is linked to student learning or development outcomes.
- Feasibility of accomplishing project activities within the timeframe.
- Adequacy of budget to cover proposed expenses.
- Effectiveness of strategies to disseminate project results.

**Human Subjects Institutional Review Board:** Assessment proposals are generally exempt from review by the IRB. However, if you plan to make a presentation outside the University or publish the results in a professional journal, you should contact the Office of Research Compliance for guidance before initiating the project.

**Reports:** The final project report is due in August, 2012 (format to be provided). Grant recipients may also be asked to share the results of their project on the assessment website, and/ or as part of an assessment forum. The project coordinator is responsible for all records, documentation of expenditures and completion of project activities.