



## Commonwealth Information Technology Initiative Request for Proposal December 11, 2006

The Commonwealth Information Technology Initiative (CITI) is seeking proposals to help build an information technology-fluent workforce and to strengthen IT education in Massachusetts public higher education. In keeping with a strategy of developing a spectrum of computing options from Information Technology Across the Curriculum (ITAC) through to traditional technical CS/CE/CIS programs, we encourage visionary proposals that reach the students of Massachusetts and draw them into computing programs that more effectively prepare them for the evolving workforce. Since each institution will have unique needs, we are making this request for proposals open ended to allow for the creativity of the proposers and to encourage new ideas.

Grants will be awarded in the following two categories:

### Innovation

Innovation grants are designed for single (or multiple) public institutions with an interest in developing strategic new directions for programs. The purpose of the grants is to seed the next wave of information technology education programs. We take a broad view of IT education that includes ITAC, other interdisciplinary computing programs (e.g., bioinformatics, health informatics, etc.) and traditional CS/CE/CIS programs. A proposal may be for developing a new program or a strategic enhancement of an existing program. Some examples of innovation proposals include: developing new IT education programs and/or new curricula, augmenting existing programs, developing industry involvement in programs, or starting a new direction for existing programs. Successful proposals will address a clear Massachusetts workforce demand. The grants are not designed to develop new courses, to purchase equipment, or to support ongoing programs. We encourage proposals that have K-12 components, address broadening participation in IT education and the workforce and/or have private or public sector partners. The grants will be awarded in amounts from \$10-50,000.

### Collaboration

Collaboration grants are designed for **multiple public higher education institutions** to develop cooperative efforts to support new strategic directions or growth of on-going programs. The proposal may include developing shared resources, starting outreach programs to industry or non-traditional students, increasing student recruitment or developing planning grants to organize large scale grant proposals. We encourage proposals that have K-12 components, address broadening participation in IT education

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and the workforce and/or have private or public sector partners. These grants will be awarded in amounts not to exceed \$25,000.

Individual course or curriculum development not part of a new strategic direction will not be funded within the scope of either category.

Proposals are due February 9, 2007. We anticipate announcement of the grants at the beginning of March 2007 and programs can run through June 30, 2008.

Due to the open-ended nature of the proposal types, we require that all proposals answer the following questions:

- What is the need?
- How does your proposal address that need?
- How is your institution or collaborative uniquely or best positioned to address this need?
- Is your solution replicable at other institutions?
- What are the goals of your proposal in terms of measurable outcomes and how will you measure them?
- How is your proposal innovative or take IT education in a new direction?
- How does your proposal fit into the institution(s)'s long term plans for IT education?
- What are the broader impacts of your proposal?

**Proposals must include the following components:**

- A. A one page introduction that includes:
  - a. The name of the Principal Investigator with contact information
  - b. A list of Collaborators
  - c. A Proposal summary
  - d. Identification of the proposal category
- B. A proposal narrative (not to exceed 10 pages) which includes :
  - a. answers to the questions listed above
  - b. a list specific and measurable goals
  - c. target populations
  - d. relation to one of the 4 CITI categories: educator development, curriculum development/enhancement, ITAC or regional cooperation.
  - e. a list of IT education programs and resources on campus (or within the collaborative)
  - f. project timelines, including dates for deliverables
  - g. dissemination plan to broaden the impact of your program
  - h. sustainability plan to achieve lasting impacts
- C. For collaboration grants only: a list of all participating institutions, contact names and information for each and the institutional support from each.
- D. A budget listing amounts for personnel, supplies, travel, consultants and other costs. Please note that hardware or indirect costs are not allowable under this grant. CITI reserves the right to award reduced funding.
- E. A budget narrative to explain the budget.
- F. Resumes of key participants (not to exceed 2 pages per key participant)
- G. Evaluation plan

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H. Letters of endorsement from your institution/institutions detailing the ability to implement new programs and any institutional support for the program.

Proposals that include additional support from institutions and industry partners are strongly encouraged.

Proposals must have 1" margins at the top, bottom and on each side. The type size must be clear and readily legible, and conform to the following three requirements: 1) the height of the letters, except in appendices, must not be smaller than 12 point; 2) type density must be no more than 15 characters per 1"; (for proportional spacing, the average for any representative section of text must not exceed 15 characters per 1"); and 3) no more than 6 lines must be within a vertical space of 1". The type size used throughout the proposal must conform to all three requirements.

Proposals are due February 9, 2007 by 5 pm. Late proposals will not be accepted. CITI is not responsible for technical difficulties in uploading proposal documents. Investigators are encouraged to upload proposals in advance of the deadline.

Please check the CITI website ([www.citi.mass.edu](http://www.citi.mass.edu)) for addenda to the proposal or proposer information.

### **Deliverables**

- Final report on project outcomes, including information on students served and expenditures.
- Detailed information on programs, using tools to be provided by CITI, to be included in the CITI outcomes database.
- Participation in regional and statewide CITI conferences showcasing outcomes.
- Availability for future replication workshops, replication mentoring or other means of replication.

### **Grant Priorities**

Proposals will be evaluated according to the following criteria:

- Creativity shown in addressing a problem with existing programs or to launch a new program
- evidence of institutional and industry support
- sustainability of the program
- relevance to the goals of CITI
- evaluation plan tied to measurable results and mechanisms for data collection

Proposals must be submitted as a single document via our online submission system, which will be available through our website ([www.citi.mass.edu](http://www.citi.mass.edu)).

Proposers are encouraged to discuss their proposal ideas and RFP requirements with CITI team members during the briefing session on January 11th or at other times up to two weeks before the proposal deadline.

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Team members can be reached as follows:

Rick Adrion – [adrion@cs.umass.edu](mailto:adrion@cs.umass.edu) - (413) 545-2475  
Joseph Goldstein – [jig0@ecs.umass.edu](mailto:jig0@ecs.umass.edu) - (413) 545-2165  
Alana Wiens – [awiens@citi.mass.edu](mailto:awiens@citi.mass.edu) - (413) 577-4431

A briefing session will be held January 11, 2007 3 pm at the Holiday Inn, Marlborough, MA (265 Lakeside Avenue, Marlborough, MA). All potential investigators are encouraged to attend.

More information on the CITI program, past grants and IT fluency is available on our website ([www.citi.mass.edu](http://www.citi.mass.edu)).

### **Background on CITI**

The Commonwealth Information Technology Initiative (CITI) is a public private partnership to increase the number of “information technology fluent” workers needed for Massachusetts’ knowledge-based economy. CITI seeks to develop “informational technology fluent” citizens through addressing key education issues at the K-12 and higher education levels.

Launched in 2000 and led by the University of Massachusetts Amherst, CITI brought together community colleges, state colleges, and the University campuses with industry and government leaders to strengthen and modernize computer science and information technology programs at public higher education institutions across the Commonwealth.