

**Stony Brook University**  
**S-BOLD (Stony Brook Online Learning Development) Initiative**  
**Full Proposal Template**  
**Final Version (Feb 2, 2017)**

**Deadlines:**

The full proposal submission deadline is **Friday, Feb 24, 2017**, 5 pm.

**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, please visit [www.stonybrook.edu/online/sbold](http://www.stonybrook.edu/online/sbold)
  
- 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](mailto: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](mailto: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.

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**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.

<b>Project Task</b>	<b>Projected Start &amp; End Dates</b>	<b>Responsible Personnel</b>

Please use the following table to indicate your proposed budget. Please describe how the proposed budget is tied to the project tasks listed above. As a reference, a g-sheet of the table is available for download at:

[https://docs.google.com/a/stonybrook.edu/spreadsheets/d/1VgkCKiP0KmuAXxjklpY9-NORAPbL\\_G2OY66OJraj04I/edit?usp=sharing](https://docs.google.com/a/stonybrook.edu/spreadsheets/d/1VgkCKiP0KmuAXxjklpY9-NORAPbL_G2OY66OJraj04I/edit?usp=sharing)

<b>Personnel Service (PS) Project Personnel Time/Needs:</b>	<b>Budgeted Time (semester, summer, hours, etc.)</b>	<b>Hourly Rate (if applicable)</b>	<b>Budgeted Amount</b>
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)			
<b>Total Personnel</b>			
<b>TLT Staff Support Needed:</b>			
Instructional Design			
Assessment			
Instructional Technology			
Multimedia Development/Programming			
Videographer			
Help Desk Support			
Accessibility (closed-captioning)			
One Button Studio			
Other (please explain)			
<b>Total TLT Staff Support</b>			
<b>Other Than Personnel Service (OTPS)</b>			
Hardware/Equipment			
Software Purchase/licensing			
Royalty/Copyright Fees			
Travel			
Other (please explain)			
<b>Total OTPS</b>			
<b>Total Project Budget</b>			

## Technology Check List

Please check all technologies you are considering for use in your S-BOLD project.

If there are additional technologies not available through the University, please list them as Other and indicate whether they are free or fee-based.

- Web Conferencing
- Video Conferencing
- eTextbook Creation
- Student Response Systems (Clickers)
- Rich Media Course Capture (Echo)
- One Button Studio (for video lectures)
- Video Streaming
- VoiceThread (for narrated power points)
- Testing Center (proctored online tests)
- Lynda.com
- OpScan
- Qualtrics (assessment)
- ePortfolios
- multimedia development
- StudyMate (create learning activities)
- Testing software
- Television Studio
- Blackboard
- Other (please list all)

## 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.

<b>Course &amp;/or Project Objectives (Outcomes)</b>	<b>What data will be used to determine if this is successful?</b>	<b>When will this assessment take place?</b>	<b>Comments</b>
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.

**Biographies and Current Support:** Please provide 1-2 pages of biographies for each Principal Investigator and Co-investigator. If the proposed project is currently supported by internal or external funding, please indicate the source of that funding and justification for requesting additional funding.