UW-Whitewater Assessment Grant
Request for Proposals

The University Assessment Committee and the Office of Institutional Research, Assessment, and Planning announce the availability of funding to support projects that address assessment of student learning outcomes. Projects must connect to campus priorities focusing on one or more of the following themes:

- Assessment of co-curricular or high-impact programming
- Assessment related to strengthening students' academic habits including strategies for learning, time-management, monitoring comprehension, self-reflection, growth mindset, and other associated qualities.
- Assessment related to closing to loop after data collection such as changes to instruction, assignment design, scaffolding or organization of tasks, communication of information, or networking.
- Assessment related to College or Department level strategic planning.

A total of $4000 in grant funds are available, which may be divided across more than one award. Individual or group proposals may request up to $4000 per project.

Eligibility
- Applications will be accepted from university faculty and/or staff members. Both individual and group proposals will be accepted.
- Applicants must have the support of their department chair and college dean or their supervisor.

Application Process
- Proposals, *approved by the department chair*, are due to the college dean/supervisor by February 3, 2025.
- Complete proposals are due to the Institutional Research, Assessment, and Planning by February 10, 2025. Please email the cover page, project proposal (outlined below in items 1-5), and any additional documents in one PDF to assessment@uww.edu.
- Decisions will be made in March, investigators can expect to learn the committee's funding decisions by mid-April.

The grant proposal must include the following:
1. Completed cover page included on page three of this RFP, including Chair/Unit Director and Dean/Division Director signatures.
2. A clear description of the project including a list of goals and objectives, proposed activities, assessment methods, specific deliverables resulting from the project, and evaluation of intended outcomes. Specific deliverables should include one or more of the following: assessment tools, rubrics, on- or off-campus presentations of the work (e.g., at department or college assessment meetings; at LEARN Center events), proposal for a conference submission, or other similar product or activity.
3. An explanation of how the project addresses at least one of the grant themes, and how it contributes to assessment of student learning at UW-Whitewater (e.g., course, program, college, or university levels).
4. A timeline for project activities.
5. A statement of budget amounts and justification for each budget item. Funds can be used for supplies, student assistance, faculty/staff stipends, travel, and other reasonable and relevant expenditures.

Requirements After Award
- Awardees of all grants must present their assessment projects and results at the Celebrating Teaching and Learning Conference in May, 2026.
- Awardees must also submit a final report that includes a description of the project, a summary of the results, conclusions drawn from the project, contribution of the work to assessment at UW-Whitewater, challenges encountered, future plans, and deliverables, to assessment@uww.edu by May, 2026.

Proposal Review and Award Criteria
Proposals will be reviewed by the University Assessment Committee using the following criteria summarized below and detailed in the evaluation rubric on page four.
- Connection to the themes
- Clarity of the project description (goals, activities, methods)
- Budget justification
- Dissemination plan

Please review the Assessment Grant Evaluation Rubric on page four.

Questions? Contact Katy Casey in the Office of Institutional Research, Assessment, and Planning (x1530; caseyk@uww.edu)

University of Wisconsin Whitewater | Office of Institutional Research, Assessment, and Planning

Assessment Grant Cover Page

General Information	
Project Title:	
Principal Investigator:	
Co-Investigator:	
Co-Investigator:	
Total Amount Requested:	

Required Signatures
Principal Investigator
I certify the project detailed in this application complies with all campus, system, state and federal regulations and policies as applicable, and reflects the University, College, and division goals. This project is achievable as described despite any possible limitations of time, resources, and personnel expertise. All required permissions have or will be obtained prior to starting the project. If awarded, I agree to conduce the proposed project in compliance with 1) the conditions of the award, and 2) all policies at UW-Whitewater, Universities of Wisconsin, and the State of Wisconsin.

_____   _____ _____
Typed or Printed Name   **Signature**   **Date**

Department Chair or Unit Supervisor
I certify that I have reviewed the proposal 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 committed resources and other provisions of any award will be fulfilled.

_____   _____ _____
Typed or Printed Name   **Signature**   **Date**

College Dean or Director
I certify that I have reviewed the proposal 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 committed resources and other provisions of any award will be fulfilled.

_____   _____ _____
Typed or Printed Name   **Signature**   **Date**

Assessment Grant Evaluation Rubric

	1	5	10
Brief Project Description & Significance (x2)	Applicant does not adequately introduce the topic; no evidence-based justification for the project. Little/no discussion of connection between proposed project, assessment of student learning outcomes, and goals of the grant. The author does not include a clear statement of work to be completed, or make a compelling case.	Applicant does not adequately introduce the topic; no evidence-based justification for the project. Discussion of the connection between the proposed project, assessment of student learning outcomes, and the goals of the grant program is incomplete or vague. The author fails to make a compelling case.	Applicant provides a strong rationale for Assessment Grant funding, clearly explaining activities and outcomes. There is a clear connection between the proposed project, assessment of student learning outcomes, and goals of the grant program. The significance of the proposed activities are clear and well defined.
Goals and Objectives (x2)	Applicant does not discuss project goals and objectives is not included. There is no explanation of how project objectives will be achieved.	The discussion of project goals and objectives is incomplete. There is little explanation of how project objectives will be achieved.	The project goals and objectives are thoroughly described. How project objectives will be achieved is clearly explained.
Methods (x2)	The applicant fails to describe project activities in detail. It is unclear how objectives will be accomplished	The applicant describes some project activities. Reviewers must infer some methodological information.	The applicant fully describes project activities in appropriate detail; it is clear how objectives will be accomplished. The author describes precise steps s/he will follow to carry out/achieve each objective.
Evaluation (x2)	Information regarding how project goals and objectives will be assessed is not presented. The specified evaluation method is incompatible with project goals and objectives.	A partial explanation of project evaluation is offered. Some elements of the assessment plan and/or methods are unclear.	How project goals and objectives will be assessed is clearly explained. An appropriate evaluation method is presented and connects explicitly to stated activities.
Timetable	No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility.	A partial description of scheduled activities is provided. Project feasibility is uncertain.	A clear and concise project timetable is provided. The schedule of activities is logical and feasible in relation to project goals, objectives, and budget.
Dissemination	Project outcomes and/or tangible deliverables (e.g., assessment tool, presentation of results to academic unit on campus, conference proposal, etc.) are not described. Dissemination is not addressed.	A partial explanation of the project outcomes and/or tangible deliverables (e.g., assessment tool, presentation of results to academic unit on campus, conference proposal, etc.) is offered. Some elements are ambiguous. It is unclear how outcomes and/or deliverables will be disseminated.	Project outcomes and/or tangible deliverables (e.g., assessment tool, presentation of results to academic unit on campus, conference proposal, etc.) are thoroughly described. A clear strategy for dissemination is presented.
Justification	Key expenses are neither described nor justified. The method for arriving at budgeted expense categories/ amounts is not provided.	Some expenses are described and justified. The method for arriving at budgeted expense categories/amounts is unclear or requires inference.	Key expenses are fully described and justified. The method for arriving at budgeted expense categories/amounts is clearly explained. Budget is directly connected to project description, goals, and timetable.