



OHIO ASSOCIATION FOR DEVELOPMENTAL EDUCATION

“Empowering Learners”

Procedure for OADE Professional Development Grants 2010

Obtain the following forms from the OADE Website or from the OADE Two-or Four-Year Member-at-Large. Return the following to Sue Hargrove by September 1, 2010.

1. Completed Proposal Cover Sheet
2. **Three** copies of your prospectus, following the appropriate guidelines. Applications will go through a blind review. Do not include identifying information on copies of the prospectus.
3. Enclose one copy of the applicant(s)'s vita(s), including any previous projects, presentations, and/or publications
4. Send the completed coversheet, **three** copies of your prospectus, and your vita, postmarked by September 1, 2010, to

OADE Professional Grants Committee
c/o Sue Hargrove.
Columbus State Community College
550 East Spring St. Aquinas Hall 215
Columbus, OH 43215

5. Recipients will be notified by October 1, and the grant winners will be announced to the general membership at the annual conference.

OADE Professional Development Grant Proposal Cover Sheet

Applicant _____

Affiliation _____

Mailing Address:

Work

Home

Telephone:

_____ (W)

_____ (H)

Category (*Research, Curricular Design, Leadership, Other*)

Title of the Project

Brief description of the project

Amount of funding requested

Note: Application must be postmarked no later than September 1.

Mail completed application to: **OADE Professional Grants Committee**
c/o Sue Hargrove.
Columbus State Community College
550 East Spring St. Aquinas Hall Room 215
Columbus, OH 43215

PROSPECTUS FOR RESEARCH PROJECT

1. Definition of Project: Briefly describe the general area of investigation and the specific focus of your research. Please include the following information:
 - A. RATIONALE – Explain the rationale underlying your proposal, including background information upon which you plan to build your intended research. Clarify the reasoning which led to your investigation or inquiry and include relevant research by others. Your discussion should provide a clear line of inquiry, defining the logic and background of your study.
 - B. HYPOTHESES – Clearly and carefully state your hypotheses.
 - C. METHODS – Define the methodology by which you intend to investigate your hypotheses, including step-by-step description of procedures, description of your subjects, and any preliminary steps undertaken before the actual project (i.e., testing items on a questionnaire). Provide a tentative outline for your project.
 - D. ANALYSIS OF DATA – Describe the method by which you will analyze the results of your study.
 - E. FUNDING NEEDS – Define your proposed budget. Include costs for materials, services, travel, staffing needs, etc. If the amount you require to complete the project exceeds the amount you are requesting from OADE, clarify how you will acquire the additional funding. OADE may request documentation for expenditures.
2. Applicant Background: Give a brief description of your professional background and education, concentrating on areas that will be valuable to you in conducting your research. You might include relevant coursework, prior research, work experience, etc.
3. Relevance to Professional Development: Explain how you will achieve professional growth through this project.
4. Results/Findings: Describe the method you will use to report your results to OADE (i.e. journal article, paper, presentation at the annual conference).

PROSPECTUS FOR CURRICULAR DESIGN/LEADERSHIP/OTHER PROJECT

1. Definition of Project: Briefly describe the purpose, structure, and general goals of your project. Please include the following:
 - A. OBJECTIVES - List major goals and objectives. Include the audience for whom the project is intended, the measurable outcomes you expect, and the benefits you anticipate for the general OADE membership.
 - B. CONTENT – Outline the structure of the project. Include procedures, materials, and equipment. The outline should demonstrate a logical approach to your goals and objectives.
 - C. STAFFING – Describe the staffing needs, their functions, qualifications, and any training required for your project.
 - D. PROJECTED TIME LINE – Identify dates by which you intend to initiate activities and achieve specific results. The time line may be consolidated with the outline.
 - E. FUNDING NEEDS – Define your proposed budget. Include costs for materials, services, travel, staffing needs, etc. If the amount you require to complete the project exceeds the amount you are requesting from OADE, clarify how you will acquire the additional funding. OADE may request documentation for expenditures.
2. Applicant Background: Give a brief description of your professional background and education, concentrating on areas that will be valuable to you in conducting your research. You might include relevant coursework, prior research, work experience, etc.
3. Relevance to Professional Development: Explain how you will achieve professional growth through this project.
4. Results/Findings: Describe the method you will use to report your results to OADE (i.e. journal article, paper, presentation at the annual conference).

RATING SCALE FOR OADE PROFESSIONAL DEVELOPMENT GRANT

1. Type of project:

curricular design
 leadership
 research
 other

2. The following rating scale is for Curricular Design/Leadership/Other Projects

Applicant's	Maximum Points	Points
A. <u>Need for Project</u> 1. Need for project is shown. 2. Appropriate documentation of need is given.	20	
B. <u>Objectives</u> 1. Objectives are clearly described/stated. 2. Objectives are specific and measurable. 3. Objectives are ambitious but attainable within the project budget and time frame. 4. The audience for the project is appropriate. 5. Objectives, as a set, accomplish the intent of the project. 6. The project is beneficial to OADE members.	10	
C. <u>Content</u> 1. Activities are described clearly. 2. Activities are well thought out and logical. 3. Outline shows a logical approach to the project goals. 4. Design is high quality. 5. Time line is logical and comprehensive.	30	
D. <u>Staffing</u> 1. Staffing is adequate to see the project succeed. 2. Staffing functions are clearly defined. 3. Staff is qualified by education and experience to carry out the project. 4. Adequate arrangements are made to train staff if required.	5	

<p>E. <u>Funding Needs</u></p> <ol style="list-style-type: none"> 1. Budget is adequate to support project. 2. The costs of project services, materials and equipment are reasonable in relation to the objectives of the project. 3. The costs are realistic in terms of the activities and/or outcomes of the project. 	10	
<p>F. <u>Applicant Background</u></p> <ol style="list-style-type: none"> 1. The applicant's training in fields related to the objectives of the project are adequate. 2. The applicant's professional growth through the project will be achieved. 	10	
<p>G. <u>Results/Findings</u></p> <ol style="list-style-type: none"> 1. An appropriate method to report to OADE on the project is clearly recorded. 2. The project description provides for the applicant to determine, in specific and measurable ways, the success of the project in <ol style="list-style-type: none"> a. making progress toward achieving its objectives b. achieving its objectives at the end of the project period. 	15	
Total Points	100	

The following rating scale is for research projects:

<p>A. <u>Rationale</u></p> <ol style="list-style-type: none"> 1. Adequate background information is given. 2. Adequate relevant research is presented. 3. A clear line of inquiry is discussed. 4. The project is worthwhile. 5. The project is important to developmental education. 	<p align="center">20</p>	
<p>B. <u>Hypotheses</u></p> <ol style="list-style-type: none"> 1. Hypotheses are clearly stated. 2. Hypotheses are significant to the field. 	<p align="center">5</p>	
<p>C. <u>Methods</u></p> <ol style="list-style-type: none"> 1. Methodology is clearly defined. 2. A step-by-step description of procedures is clearly stated. 3. Subjects are adequately described. 4. Preliminary steps already taken are reported. 5. A tentative outline is provided. 	<p align="center">30</p>	
<p>D. <u>Analysis of Data</u></p> <ol style="list-style-type: none"> 1. Method to be used is adequately described 2. Analysis will provide for the applicant to determine, in specific and measurable ways, the success of the project in <ol style="list-style-type: none"> a. making progress toward achieving its objectives b. achieving its objectives at the end of the project period 	<p align="center">10</p>	
<p>E. <u>Funding Needs</u></p> <ol style="list-style-type: none"> 1. Budget is adequate to support the costs of the project. 2. The costs of the project services are reasonable in relation to the objectives of the project. 3. Materials and equipment requested are reasonable. 4. If additional funding will be needed, the source is clearly stated. 	<p align="center">10</p>	

<p>F. <u>Applicant Background</u></p> <ol style="list-style-type: none"> 1. The applicant's training in fields related to the objectives of the project is adequate. 2. The applicant's professional growth through the project will be achieved. 	10	
<p>G. <u>Results/Findings</u></p> <ol style="list-style-type: none"> 1. An appropriate method to report to OADE on the project is clearly recorded. 2. The project description provides for the applicant to determine, in specific and measurable ways, the success of the project in <ol style="list-style-type: none"> a. making progress toward achieving its objectives b. achieving its objectives at the end of the project period. 	15	
Total Points	100	