LTDC Accessibility Project
Funding Request Application Guidelines

The Learning Technology Development Council (LTDC) has received project funding to strategically address universal design and accessibility for persons with disabilities in relation to learning technology. The following objectives guide this project:

1. Develop best practices for UW-System instructional designers and instructors to guide the creation of accessible online content for courses in all formats. Best practices may apply to text-based or multimedia content created by an instructor or publicly available on the web.

2. Create a document that describes a common understanding of Section 508 and other legislation that informs the creation of accessible online content for web-enhanced, blended/hybrid and online courses across the UW-System campuses that can be used to inform compliance at each individual institution.

3. Explore strategies and gather best practices that will improve efficiency and accuracy of the video captioning process as well as to reduce the costs associated with the process.

These funds can be used for small projects at individual campuses or partnering campuses with the goal of piloting accessibility or universal design strategies or technologies. Requests cannot exceed $5000. Funding must be disbursed prior to June 30, 2015. Dissemination of the pilot findings through the LTDC will be essential to facilitate system-wide information sharing.

Deadlines:
- Proposals are due by May 1, 2015
- Mid-project report due December 1, 2015
- Final project report and presentation due June 15, 2016

Applicants will be notified of the status of their project funding by May 15, 2015.

Submit project applications to nelsonreg@uwplatt.edu by May 1, 2015.

Please address the following in a project application:
1. Project title
2. Campus(es)
3. Project leader, including contact information
4. Project team members and their role with the project – collaborations with Disability Services personnel, LTDC representatives, and other appropriate IT staff are recommended
5. Campus budget contact

6. Provide brief description of problem/issue that you plan to investigate and how it supports the achievement of the LTDC project objectives above. *(No more than 1 page)*
    a. Some of the problems identified by the LTDC council related to accessibility and learning technology include e-texts, multimedia accessibility, captioning, test taking in D2L, discussion navigation with screen readers, etc.
7. Provide a description of potential impact of the project for students, instructors, UW System. *(defining what success might look like)*
8. Provide your project plan including SMART objectives (Specific, Measurable, Achievable, Realistic and Timely) and provide a specific timeline

    ***S**pecific: your objectives must be clear so that if someone reads them, s/he can interpret them.*
    ***M**easurable: you should be able to measure whether you are meeting the objectives or not*
    ***A**chievable: do not try to attempt more than you can reasonably achieve*
    ***R**ealistic: do you have the resources to achieve the objective(s)?*
    ***T**ime-specific: specify when an objective will be attained (date/timeline)*

9. Provide an assessment plan for the project *(both formative and summative assessments are suggested)*
10. Identify other resources (LMS campus administrator, UW System technical staff, campus student support services, instructors, others) that will be part of the collaboration and integration process needed to implement the project. *(indicate if local and/or System level)*
11. Dissemination plan **-** Both a brief summary document and a presentation to the LTDC at the virtual showcase, monthly online forum, or biannual face-to-face meeting will be required.
    - How did the project/product address or solve the identified problem?
    - Address each objective from the application
    - Recommendations
    - Assessment of usability from the student and instructor perspective
    - How will the technology/project continue to be supported?
    - True “hard” cost – price, updates, personnel to maintain
    - True “soft” costs – training time, adoption ease, etc.
    - Risks – security, FERPA

Itemized Budget: (Requests cannot exceed $5000)

Item			
	Project Request ($)	Campus Match (time, resources or funding)	Total

Signed and Reviewed by Campus LTDC Representative:

Print Name **Signature**

The LTDC representative is responsible for ensuring a copy of the signed RFP is sent to their campus Provost's office.

Submit project applications to nelsonreg@uwplatt.edu by May 1, 2015.

Questions may also be addressed to Regina Nelson at nelsonreg@uwplatt.edu or 608.342.1792

Application Rubric

In evaluating this application, please keep in mind that this project should relate to the objectives earlier in this document.

First, please rate the proposal's **SMART objectives:**

	0 pts.	1 pt.	2 pts.	Rating
1. SMART objectives	*Missing*, *unclear*, or *irrelevant* to the RFP.	Included, but they do not address all aspects of a SMART objective	*Clearly stated*, and address all aspects of a SMART objective	

Comments regarding the proposal's **goals and outcomes:**

Please rate the proposal's description/summary:

	0 pts.	1 pt.	2 pts.	Rating
2. Description of the problem to be addressed	*Missing*, *unclear*, or *irrelevant* to the project objectives or does not relate closely to learning technology or accessibility	Description demonstrates *weak relevance* of the project objectives.	Description demonstrates *strong relevance* of the project objectives.	

Comments regarding the proposal's **description/summary:**

Please rate the proposal's **potential impact:**

	0 pts.	1 pt.	Rating
3. Potential Impact	*Missing*, *unclear*, or *incomplete*.	C*lear*, and it *matches* both project description and objectives.	

Comments regarding the proposal's **potential impact:**

Please rate the proposal's **assessment plan:**

	0 pts.	1 pt.	2 pts.	Rating
4. Assessment Plan	*Missing*, *unclear*, or *incomplete*.	Measures are *included*, but they are *poorly described* and/or *weakly matched* to project goals and outcomes.	Measures are *clearly stated*, and they *match* project goals and outcomes; moreover, supporting details are *included*.	

Comments regarding the proposal's **assessment plan:**

Please rate the proposal's **plans for dissemination of findings:**

	0 pts.	1 pt.	2 pts.	Rating
5. Dissemination plan	*Missing*, *unclear*, or *incomplete*.	Plans are *included*, but *insufficient details* are mentioned and/or relevance to target audience is *weak*.	Plans are *clearly stated*, *detailed*, and relevance to target audience is *strong*.	

Comments regarding the proposal's **plans for dissemination of findings (please include as much information as you can in order to facilitate the funding decision process):**

Please rate the proposal's budget:

	0 pts.	1 pt.	Rating
6. Budget	Budget *lacks details* and/or is not fully justified.	Budget is *clearly detailed*, with justification.	

Comments regarding the proposal's **budget:**

Please rate the proposal's **timeline:**

	0 pts.	1 pt.	2 pts.	Rating
7. Timeline	*Missing*, *unclear*, or *incomplete*.	Timeline is *included*, but *insufficient details* are mentioned and/or seems unattainable.	Timeline is *clearly stated*, *detailed*, and seems reasonable.	

Comments regarding the proposal's **timeline**:

Bonus item (points will not be removed, but 1 point can be added):

	0 pts.	+1 pt.	Rating
8. Collaboration	*Project is being undertaken by one campus*	Project is a collaboration among UW System campuses	

Comments regarding **collaboration:**

Total Score (max of 13 points):

Recommended for funding?
Comments/Suggestions: