



HP Technology for Teaching Grant Initiative

2007 Higher Education Request for Proposals

Europe, Middle East, and Africa



A catalyst for education innovation

Introduction and goals

With a global economy that interconnects every country around the world, the demand for highly skilled professionals increases. Attracting, retaining and graduating high-quality students in high-tech degree programs is a growing challenge. Innovations in teaching aimed at increasing the success of more students in higher education are urgently needed. Evidence is emerging that the effective use of technology combined with exemplary teaching can positively impact student academic outcomes.

The HP Technology for Teaching Higher Education Grant Initiative is a catalyst for education innovation, supporting the development of mobile technology environments that, at their fullest implementation, will:

- Expand access to high-quality higher education opportunities
- Transform teaching and learning in the higher education environment, increasing student success
- Be a catalyst for larger campus initiatives in integrating technology into the learning environment
- Engage a large number of faculty in adopting and implementing these models in their classrooms
- Foster publication, demonstration and presentation opportunities for academic leaders on the application of technology in higher education learning environments
- Contribute to the worldwide “community of practice”, faculty who are using technology in innovative and effective ways

The HP Technology for Teaching Higher Education Grant Initiative is designed to support colleges and universities around the world. In 2007, HP EMEA will select approximately 12 campuses that submit exemplary proposals. This request for proposals is available by invitation only, and grants will be awarded on a competitive basis. Not all campuses that are invited will be selected.

Institution eligibility, proposal review considerations, application instructions and key due dates are listed below. Proposals must be submitted online in English, no later than 5:00 p.m. Central European time on Thursday, 8 March 2007.

Description of the grant award

The 2007 HP Technology for Teaching Higher Education Grant award includes several elements.

- A product bundle for one faculty member and a classroom, valued at approximately \$55,000 (HP Internet list price, USD)

Faculty presentation solution:

- One wireless HP Tablet PC with Microsoft® Windows® XP Tablet PC Edition
- One tablet docking station and DVD-CDRW optical drive

Classroom solution:

- Twenty wireless HP Tablet PCs with Microsoft® Windows® XP Tablet PC Edition
 - Twenty external drive bay and DVD-CDRW optical drives
 - One HP Access Point with wireless card
 - One HP 20 unit laptop cart
 - One HP all-in-one inkjet printer and digital camera
- \$15,000 (USD) cash grant for the Principal Investigator to use to support the work of the project. This funding can be used to:
 - To cover faculty time, offsetting the normal course load, or to share with other faculty and/or interns supporting the project;
 - Purchase additional project materials, such as a digital projector or software
 - Cover the costs of a campus celebration event or reception at the beginning and/or conclusion of the first year of the project
 - Cover miscellaneous travel expenses related to attending the HP Technology for Teaching Worldwide Higher Education Conference.
 - NOTE: The cash portion of this grant comes to the institution as an unrestricted cash award. HP will not allow the cash award to be used to finance indirect costs.
 - Attendance at the annual HP Technology for Teaching Worldwide Higher Education conference in early 2008, a gathering of all recent grant recipients. HP will provide registration, travel and hotel accommodations for a single participant from each institution to attend this event.

Eligibility requirements

This grant program is competitive, by invitation only. Not all invitees will receive an award.

To be considered for an invitation, a campus must:

- Be invited by HP to apply
- Be an accredited public or private college or university in Europe, the Middle East, or Africa that is not listed in any government "watch list" for terrorism
- Meet the minimum infrastructure requirements to support the use of the technology
 - Adequate infrastructure (electricity, buildings, Internet access, etc.)
 - Existing or plans to create a high-speed wireless computing environment
 - IT resources that will be committed to support the use of the granted equipment

- Not have received a higher education grant from HP in 2006 or 2005

To be considered for a 2007 HP Technology for Teaching Higher Education Grant, a project proposal must:

- Propose a course redesign project for one or more courses that are part of an accredited degree program in one or more of the following eligible disciplines:
 - Mathematics
 - Science (Physical, Environmental, Computer)
 - Engineering (electrical, computer, mechanical, environmental, materials)
- Describe a project team that includes at least two faculty members who will be using the technology for teaching
- Have pre-approved the “Terms and Conditions” associated with HP grants (provided during the application process)
- Have administrative support (as stated in the proposal)

Review criteria

To receive an award, a proposal must provide exemplary answers to the questions provided in the HP Request for Proposals. Criteria to be used to evaluate the proposals will include, but will not be limited to:

Primary criteria

- Proposed project is likely to result in sustainable advances in teaching and learning.
- A strong and committed project team consisting of at least two faculty members. Ideally, project teams will include other participants, such as faculty/staff with educational technology and/or instructional design expertise, and the active support of a key administrator. The principal investigator (full-time faculty member) should be someone who has demonstrated institutional and instructional leadership in their discipline and/or their campus.
- Project proposals must:
 - Clearly describe the fundamental teaching and learning issues that are being addressed through the project
 - Describe how the granted HP technology will contribute to resolving the teaching and learning issues
 - Have specific plans for measuring the success of the project in terms of student learning outcomes (improved grades, increased enrollment and retention, improved performance on recognized tests, increased quality of student project etc.), in comparison with baseline data from the years prior to this project
 - Have specific plans for communicating the project outcomes, on campus and beyond
- The project contributes toward the attainment of the institution’s vision and plans for broader deployment of mobile technology solutions in the learning environment

Preference will be given to colleges and universities that:

- Serve significant under-represented, low income or otherwise marginalized populations of students (e.g., women pursuing computer science)
- Propose projects to improve undergraduate courses related to environmental engineering and “green product design”

Grant recipient commitment

This grant of equipment and cash is awarded to the college/university. The HP equipment is the property of that organization, to be used by the principal investigator and team for implementation of the proposed project.

By accepting the grant award, the organization, its directors and staff members make the commitment to:

- Complete the proposed grant project
- Provide the proper IT infrastructure and support to ensure program success, including installation and proper maintenance
- Create a public webpage that describes the project
 - Title, abstract, contacts
 - Project rationale (why this project was chosen; what educational issues it is meant to address)
 - Implementation (changes in pedagogy; use of technology)
 - Impact (on teaching and learning)
 - Photos of the context
- Provide HP with private project update reports twice per school year for two years by responding to an HP web-based survey
 - The number of students impacted
 - The extent to which the project has impacted student learning (on a scale of 0–4), with a description of the evidence collected (open-ended text describing the outcomes measured)
 - The extent to which the project has impacted teaching (on a scale of 0–4), with a description of the evidence collected (open ended text describing the outcomes measured)
 - Unexpected outcomes and other comments
 - Summary statement from key administrators
 - Quotes from students and faculty
 - Suggestions for how HP can enhance this grant initiative
- Participate in a Worldwide HP Mobile Technology conference in early 2008, which includes an informal presentation poster session
- Abide by the HP Terms and Conditions that were accepted during the application process. Please reference the terms and conditions of gift that were sent to you during the application process.

Intent to apply

Deadline: 15 January 2007, 5:00 pm CET

If you feel you meet the eligibility requirements and are willing and able to fulfill the grant recipient commitments associated with this grant, please confirm your intent to apply online at <http://www.hpwebgen.com/questions.cfm?id=8346&pass=29558>:

- The name of the principal investigator (PI), who will be the primary contact for the proposal
- The PI's e-mail address
- The PI's phone number
- The name and location of your institution

HP will provide instructions for submitting your proposal during a proposal workshop to be held 23 January 2007. Details will be provided upon receipt of your intent to apply.

Required elements of your proposal

Proposals must provide answers, in English, to the questions below. Additional content and attachments will not be accepted. The online application system will open in January, 2007. In the web-based system you will be asked to enter responses to the questions below directly into fields in the order shown. You may want to first compose your responses to these questions in a text file, then cut and paste the responses into the corresponding fields of the online grant application. Use plain ASCII text only (no special characters, please!)

Institutional environment

1. **Technology vision (150 words maximum)** Describe the campus' vision of the role of technology in teaching and learning. Please include the specific vision or technology strategic plan for the department, if one exists. If the campus has a strategic initiative on the role of mobile computing, please elaborate.

Project details

2. **Project name** A brief title for your project.
3. **Project executive summary (200 words maximum)** Provide a high-level overview of your project in an executive summary. Describe how students will benefit from the course redesign and the application of mobile technology.
4. **Focus on learning (300 words maximum)** Describe the primary student learning issues that the project will address through changes in teaching. Respond to the question: Why is this project important to students and instructors?
5. **Goals, objectives and outcomes (400 words maximum)** Provide the overall project goal(s). Under each goal provide objectives that are specific and measurable. Objectives focused on student learning outcomes are a critical element. Describe how each of the objectives will be measured and documented. Describe how success in meeting the objectives will be determined. For guidance on measuring student outcomes, you may want to read materials available at <http://www.abet.org/assessment.shtml>.
6. **Technology integration (200 words maximum)** Describe how the granted HP products will be used to support the goals of the project and how the learning environment will be changed as a result of the introduction of the new technology. Respond to the question: How will this project change what faculty and students do in the teaching/learning environment? Describe how the HP products will contribute to resolving the fundamental instructional and learning problem previously described.
7. **Project timeline (200 words maximum)** Provide a timeline for project completion with periodic milestone identified. The project timeline should commence when the hardware is delivered and continue for 24 months (two academic years).

Project context

8. **Course impacted (100 words maximum)** Describe the course or courses that will be redesigned for this project; include course number and the department in which the course(s) reside.
9. **Course redesign (200 words maximum)** Describe how the course, curriculum and/or teaching will be altered to take advantage of the technology.
10. **Course discipline** The proposed course redesign project affects courses in the following disciplines (check all that apply) Mathematics Science (physical, or computer sciences) Engineering (electrical, mechanical, materials, computer) Environmental science, environmental engineering, or "green product design"
11. **Faculty (25 words maximum)** How many professors/faculty will be directly involved in this project?
12. **Students (25 words maximum)** Approximately how many students will be impacted during the first full year of this pilot project implementation? What percentage of these students are women and/or under-represented?

Sharing best practices

- 13. Project visibility (200 words maximum)** Provide a plan for developing visibility both on the campus and in the greater academic community. Plan may include publication of the project and its impact, presentations, and/or demonstrations at academic or industry events, etc.

Team

- 14.** Please provide the following contact details:

Principal investigator(s) Name, title, discipline, address, phone, fax, e-mail. Please note: The person listed as the principal investigator will become HP's primary point of contact for this grant.

Additional team members Name, title, role on project, e-mail address.

Administrative support and approval

- 15. Key administrator** Name, title, discipline, address, phone, fax, e-mail.
- 16. Statement of support from key administrator** Indicate what type of support, leadership and involvement will be provided.
- 17. Approval of terms and conditions** Do you, as an authorized campus administrator, approve the HP terms and conditions? To be considered for a grant, an authorized campus administrator must accept the HP terms and conditions of gift prior to the submission of the proposal. Please reference the terms and conditions of gift that were sent to you during the application process.

Institution information

- 18. Institution name** Legal name, mailing address, phone, fax
- 19. Institution mission statement** Describe the mission of the institution
- 20. Institution tax ID number** Tax number appropriate for your country. (For example, in the U.S. this is a 9-digit number formatted XX-XXXXXXX)
- 21. Tax exempt** Yes No
If tax exempt, please provide evidence
- 22. Shipping instructions** Shipping contact's name, phone, fax, e-mail, shipping address for equipment delivery. (A physical address, capable of receiving two or three pallets of equipment, is required; no P.O.)

Deadline for submission

8 March 2007, 5:00 pm CET

Proposals must be submitted in English online at the URL provided by HP when you register your intent to apply. Deadline for submissions will be **8 March 2007, 5:00 pm Central European Time**.

Notification of recipients

HP will make award announcements no later than 1 May 2007 and post a list of institutions that have been funded on the HP Technology for Teaching website www.hp.com/go/hpteach

About HP

HP is committed to being a leader in global citizenship. We are proud of our efforts as global stewards, helping to reduce environmental impacts, raise standards in HP's global supply chain and increase access to information technology worldwide. We conduct our business with uncompromising integrity and strive to live up to every one of our commitments to our customers, partners, employees and shareholders. Furthermore, we believe that global citizenship is good business. We embrace our responsibility to society by being an economic, intellectual and social asset to each country and community in which we operate.

HP is a technology solutions provider to consumers, businesses and institutions globally. The company's offerings span IT infrastructure, global services, business and home computing, and imaging and printing. For the four fiscal quarters ended 31 July 2006, HP revenue totaled \$90.0 billion. More information about HP (NYSE, Nasdaq: HPQ) is available at <http://www.hp.com>