



## OFFICE OF RESEARCH

# Toni Jennings Exceptional Education Institute 2016-17 Funded Projects

### CALL FOR PROPOSALS

The purpose of the UCF COLLEGE OF EDUCATION AND HUMAN PERFORMANCE Toni Jennings Exceptional Education Institute's funded projects is to ***support faculty research-based projects that align with the Mission of the Toni Jennings Exceptional Education Institute*** –

*With a commitment to equity and excellence, the TJEEI provides opportunities for lifelong learning and support for children and adults with exceptional needs, their families, and the professionals that serve them through interdisciplinary research and practice, professional development, and partner collaboration.*

### **IMPORTANT INFORMATION AND DATES for 2016-17 TJEEI Funded Projects:**

1. The Principal Investigator/s must be UCF COLLEGE OF EDUCATION AND HUMAN PERFORMANCE TENURED, or TENURE-TRACK FACULTY.
2. **PROPOSALS** must be *submitted and received in the TJEEI, TA 103* by **5:00 pm, Friday, August 19, 2016.**
3. ALL faculty who receive funding for projects must attend a **PROJECT ORIENTATION MEETING** with the College of Education and Human Performance Research Committee, Director and Associate Director of the TJEEI, and UCF College of Education and Human Performance Accountant *prior to release of TJEEI project funds.*
4. **IRB APPROVAL**, if required, must also be received BEFORE release of project funds.
5. **ALL TECHNOLOGY/Materials** necessary for the planning and implementation of the funded project **MUST BE APPROVED AND PURCHASED BEFORE Friday, December 16, 2016.**
6. **MID-YEAR STATUS REVIEW** with the Director and Associate Director of the TJEEI must be completed by **Friday, January 27, 2017** or remaining funds will be withheld until submitted and approved.
7. **TRAVEL REQUESTS** Can **only** be used to visit a Program Officer or Project Director in Washington, DC at NSF, NIH, DOE, or DOD; TRAVEL EXPENSES WILL NOT EXCEED \$1,000.00 for each project; **ALL Travel Request Forms** must be *completed and approved by* **Friday, February 24, 2017.**
8. Recipients must share final report at the **TJEEI Leadership Summit** in **Spring 2017.**
9. At least one research proposal must be submitted to a funding agency (e.g., NSF, NIH, DOE, DOD, or Foundation) by August 31, 2017 based off the pilot data generated through this support.

**The final report, due before or by Thursday, June 1, 2017, must include:**

- 1) Title of the project
- 2) Names of the researchers involved in the project
- 3) Executive Summary (250 words max)
- 4) Accomplishments
  - What were the major goals of the project?
  - What was accomplished under these goals?
- 5) Significant Results
  - Key outcomes or other achievements
  - What opportunities for training and professional development has the project provided?
  - How have the results been disseminated to communities of interest?
- 6) What is the impact on the development of the principal discipline(s) of the project?
  - Changes in approach and reason for change.
  - Actual or Anticipated problems or delays and actions or plans to resolve them.
  - Changes that have a significant impact on expenditures.
  - Significant changes in use or care of human subjects.

*The Toni Jennings Exceptional Education Institute reserves the right to promote and reference the funded project in the TJEEI website, and/or printed publications and reports.*

Strong proposals for TJEEI funding will include CLEAR, CONCISE descriptions of the Project and not exceed 5 pages single spaced text with images, tables, and figures. \*Does not include Citations

**Requirements:**

- Single Spacing
- 11 point font Times New Roman
- 1 inch margins

**Proposal Headings**

1. Overview
2. Intellectual Merit
3. Research Methods
4. Broader Impacts
5. Alignment to external funding source



**UCF COLLEGE OF EDUCATION  
AND HUMAN PERFORMANCE**

**OFFICE OF RESEARCH**

**Toni Jennings Exceptional Education Institute  
2015-16 Funded Projects**

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***PROPOSAL FORM***

Print and submit PROPOSAL FORM, along with TRANSMITTAL FORM, to Susan Kelly in the  
TJEEI, TA 103 before or by **5:00 pm, Friday, August 19, 2016**

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**SECTION I: Project Title (15 Words or Less)**

Title:

**SECTION II: Principal Investigator and Project Collaborators**

Name:

Position

Title:

Campus Address:

Campus Telephone:

Department/Program:

**Project Collaborators (faculty, staff, students)**

Name:

Position

Title:

Campus Address:

Campus Telephone:

Department/Program:

Name:

Position

Title:

Campus Address:

Campus Telephone:

Department/Program:

### **SECTION III: PROPOSAL Abstract** *(one-page limit, single spaced, 11 pt font 250 words)*

- **PROPOSAL ABSTRACT:**

Define concisely the goals of the proposed project and summarize the expected outcome(s), including the impact that the results of the proposed research will contribute to the Mission of the Toni Jennings Exceptional Education Institute – and the social, emotional, and/or academic progress of PK- 20 students in the state of Florida.

Include the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, develop new technology challenge an existing paradigm or clinical practice, or address a critical barrier to teaching and learning.

### **SECTION IV: PROPOSAL NARRATIVE** *(five-page limit, single spaced, 11 pt font)*

- **Project Overview:**

#### **OVERVIEW AND SIGNIFICANCE**

Define the importance of the problem, or critical barrier to progress in the field, that the proposed project addresses.

Explain how the proposed project will improve scientific knowledge, technical capability, and/or effective practice in one or more broad fields.

#### **INTELLECTUAL MERIT AND INNOVATION**

Describe proposed novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Discuss the potential VALUE/IMPACT of the project as it relates to the MISSION of the Toni Jennings Exceptional Education Institute.

#### **RESEARCH METHODS**

Describe the overall strategy, methodology, and analyses to be used to accomplish the specific goals of the project including:

- research questions and/or hypotheses;
- the quantitative and/or qualitative data that will be collected during the project;
- how data will be collected, analyzed, and interpreted;
- instruments to be used;
- timeline and assessment plan.
- interdisciplinary focus

#### **BROADER IMPACTS**

- How well does the activity advance discovery and understanding while promoting teaching, training and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society?



# UCF COLLEGE OF EDUCATION AND HUMAN PERFORMANCE

## OFFICE OF RESEARCH

### **Toni Jennings Exceptional Education Institute 2015-16 Funded Projects**

- **BUDGET:**

Develop an itemized project budget not to exceed \$8000 that includes specific expenses related to the proposed project: personnel, technology, travel, supplies, printing, etc. Awardees have an option for the support received during the funding period. PIs teaching two or more courses per semester may use the budget to receive a one course reduction in teaching each semester for the 2016-2017 academic year. The reassigned time will aid the PI in completing goals and objectives for the project period and assist with completing a research proposal to an external funding agency. Alternatively PIs can use budget for a graduate assistant where a course reduction would cause a hardship on the department. Please complete proposal transmittal form with Department Chair approval for the above options

- **PLAN FOR FUTURE EXTERNAL FUNDING:**

Identify specific funding sources in the Pivot Database (e.g. Office of Special Education Programs, National Science Foundation, US Department of Education, Gates Foundation, etc.) that could be targeted for submittal as a result of the TJEEI award and could be implemented to sustain the continuation of your project.

- **REFERENCES**

Provide a clear alignment to empirical literature in APA format at the end of your document (Not included as part of the 5 page narrative)



**Toni Jennings Exceptional Education Institute Spring 2015 Funded  
Projects**

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*Transmittal Form*

*Complete this **Transmittal Form**; obtain the **Approval Signature** and send the **Transmittal Form** with your **2016-17 PROPOSAL FORM** to Susan Kelly in the **TJEEI, TA 103**, before or by **5:00 pm, Friday, August 19, 2016.***

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**A. Complete Project Title:**

**B. Principal Investigator:**

(Include Name - First, Initial, & Last – and Title)

Phone:

Department:

Fax:

**C. PI, Department Chair/School Director acknowledge the following considerations:**

C1. Will this project require additional space or facilities?

\_\_\_YES

NO

*If YES, provide details: building, room number, etc.*

C2. Will this project require use of human subjects?

\_\_\_YES

NO

C3. Is there a high probability that this project will result in a patent or copyright?

YES  NO

C4. Will proprietary information be exchanged prior to award?

YES  NO

C5. Will you work with individuals on campus who are not UCF employees?

YES  NO

C6. Is there a potential for classified work on this proposal?

YES  NO

C7. Have you been awarded any contracts or sub-contracts for the same or similar projects in the past three years?

YES  NO

*If YES, identify Project Name, funding source and account #s:*

**D. Conflict of Interest:**

Do you or any participating faculty, staff, or students have any association (consulting, financial interest, board membership, etc.) with a private company, which would be financially affected by the outcome of this research?

YES  NO

If **YES**, in accordance with policies of the Board of Regents, the University of Central Florida, and the provisions of the Collective Bargaining Agreement, pertinent information must be disclosed in Form AA -21 (Report of Potential Conflict of Interest, Outside Activity/Employment), available through the Division of Academic Affairs.

**E. Proposal Approval Signatures:**

Each signature in the section below indicates **review and approval** of the attached Proposal, and the items specified in this Proposal Approval, inclusive.

Furthermore, it is hereby certified that the PI/PIs are not presently debarred, suspended, proposed for debarment, declared in-eligible or voluntarily excluded from current transactions by any federal department or agency, and that the Pi/Pis, Department Chair and Deans are responsible for adhering to University of Central Florida policies and procedures.

**PI/PIs accept responsibility for over-expenditures and disallowed costs; ensuring all costs incurred are project-related and in accordance with agreement terms, conditions, time frames, and ensuring the technical and reporting requirements of this project. In addition, if course reassignment is requested approval from Department chairs must be secured prior to submission.**

**Principal Investigator:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

**Department Chair/School Director:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

**Co - Principal Investigator:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

**Department Chair/School Director:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name



## REVIEW PROCESS

**Proposals for the 2016-17 Funding Opportunities will be accepted until Friday, August 19, 2016.**

Funding decisions will be made by **Friday, August 31, 2016**. For questions, please contact: Susan Kelly, **Phone:** 407/882-0045

**Email:** susan.kelly@ucf.edu

Proposals will be evaluated by the College of Education and Human Performance Research Committee, AD of Research, and Approved by the Dean and Executive Director of the TJEEI.

Proposals will be evaluated using a 5 point Likert scale:

1. Intellectual Merit
2. Broader Impacts
3. Clear Link to External funding source
4. Budget

### AGREEMENT

**Read and 'x' below to signify agreement:**

\_\_\_ I have completed the Proposal Transmittal Form and understand that the form must be received in the TJEEI, TA 103 by **5:00 PM on Friday, August 19, 2016.**

\_\_\_ I understand that the PI must attend a project orientation meeting to be determined at a later date.

\_\_\_ I understand that all funds awarded must be expended by Friday, May 12, 2017. **NO expenditures will occur after Friday, May 12, 2017.**

\_\_\_ I understand that a **Mid-Year Status Review** with the Director and Associate Director of the TJEEI will be completed no later than **Friday, January 27, 2017.**

\_\_\_ I understand that an **End-of-Year Report** including the title of the project, names of the researchers involved in the project, an abstract, the methodology, data and analysis, an assessment of the impact on learning and a conclusion is due in the TJEEI office no later than **Thursday, June 1, 2017.**

**Principal Investigator**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

**Co- Principal Investigator**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name