

## **Center for Educational Technology Dean's IT Innovation Fund**

The Dean's IT Innovation Fund was established by Joseph Martin in 1998 to encourage the application of new technologies to education, research and faculty development. These funds are administered through the Center for Educational Technology and are allocated by the Center's MyCourses Steering Committee. The majority of funds are allocated on a contract basis for development of components and content which support the MyCourses web infrastructure. However, ad hoc proposals are considered if they meet the following guidelines:

- Applicants must be members of the Harvard Medical School clinical faculty holding appointments in the departments of the HMS affiliated institutions.
- Harvard Medical School residents, fellows, educators and students are encouraged to apply with the faculty member serving as Principal Investigator
- Project must result in a resource that can be delivered via the MyCourses web infrastructure to the benefit of Harvard faculty and students

### ***Application***

Please include the following information in describing your proposed project. Proposals should be no greater than **5 pages** in length, including an abstract:

- A brief description of the challenge
- A statement of the project's principal objectives
- A description of the curricular innovation
- A description of the level of skill and expertise required to fully execute the **project**
- A description of the required technical support required
- Identification of the required personnel, including technical consultants, with a description of qualifications of the project's principal personnel;
- A **timetable** for the delivery of the project, estimated total project **budget including timeline for expenditure**, other planned sources of support, and amount requested from the **Dean's IT Innovation Fund**. The budget should include both faculty and technical time to complete the desired project.
- Name, phone number, email address of the primary contact person for follow-up

Submit your application to Richard Gillis, Director of the Office of Educational Resources, 260 Longwood Avenue, Boston, MA 02215. Applications are evaluated quarterly and are due March 1, June 1, September 1 and December 1.