



## Innovative Instruction Technology Grants (IITG)

[www.commons.suny.edu/iitg](http://www.commons.suny.edu/iitg)

2018 Round 8 – Q&A Session

Project Outcomes

HOT



Projects Underway

NEW



Application & Program Support

TOP



### **Lisa Stephens**

Senior Strategist – SUNY Academic Innovation  
IITG Program Manager

### **Chris Price**

Academic Programs Manager, CPD

### **Sandy Cowin**

Business Manager, Academic Tech & Information Services  
(ATIS)

Welcome!

I'm Lisa Stephens, IITG Program Manager, Joined today by Business Manager Sandy Cowin and Peg Palmiere Director of Finance and Administrative Systems in the Office of the SUNY Provost.

Today's session is being recorded and will be posted on the IITG Application Website along with the Powerpoint and notes.

Feel free to jump in and ask a question – and we'll keep an eye on the chat box for questions too.



The State University  
of New York

## IITG Round 8 Webinar Overview

### Today's Webinar:

- Quick Program Overview
- 2018 Mid-Project "Lessons Learned" Summary
- Open Q&A
- **Assumption** - you've already reviewed the RFP and online materials.

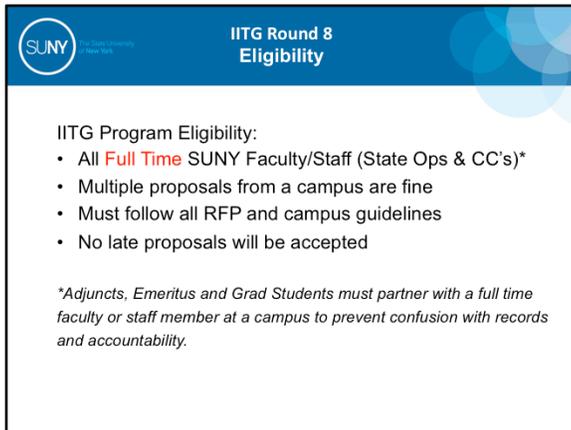
Today's webinar builds on the presentation from a couple Friday's ago where we did a "deeper dive" into the program background and explanation of the RFP. The slides with notes and recording of that webinar are archived on the IITG website.

As of last night, the IITG Grant Application Portal had (9) Tier One, (2) Tier Two's, and no Tier Three proposals under development. This is great news – it means people are making good use of the online, hosted system and not waiting until the last minute to upload and refine materials.

We're assuming of course that you've had a chance to look at the RFP, and "lessons learned" highlights from previous IITG mid-project reports will be shared.. I'll borrow a few slides from the last presentation to reinforce some points... but just a few!

The screenshot shows the SUNY IITG Round 8 website. The header includes the SUNY logo and the text "IITG Round 8 www.common.suny.edu/iitg". Below the header is a navigation menu with links for Home, Award Recipients, Innovation Resources, About, FAQs, and Report Outcomes. The main content area is titled "Apply" and "2019 IITG Round Eight Program Application & Support Materials". It contains several sections of links and text, including "IITG Provost Announcement", "Application Quick Start Guide", "Innovative Instruction Technology Grants (IITG) Program Request for Proposals", "IITG Online Application Portal", "IITG Required Budget Worksheet", "Webinars to assist with applications", "Registration Information", "Reviewer Rubrics", "Step-by-Step Reviewer Instructions", and "IITG Frequently Asked Questions (FAQ)". A sidebar on the right lists various themes and award tiers. At the bottom right, there is a "Become a Reviewer" button with a "Sign Up!" link.

Everything you need is on the application site under the “Application and Program Support” box... just click on the graphic.

A slide titled "IITG Round 8 Eligibility" with the SUNY logo in the top left corner. The slide lists eligibility criteria for the IITG program.

IITG Program Eligibility:

- All **Full Time** SUNY Faculty/Staff (State Ops & CC's)\*
- Multiple proposals from a campus are fine
- Must follow all RFP and campus guidelines
- No late proposals will be accepted

*\*Adjuncts, Emeritus and Grad Students must partner with a full time faculty or staff member at a campus to prevent confusion with records and accountability.*

A quick reminder of eligibility for IITG

All full time SUNY faculty/staff are eligible to apply for an IITG.

Adjunct faculty can participate, as long they are partnered with a full time staff member and have letters of support from their home department to ensure project completion.

**Multiple proposals from a campus or individuals are welcome** – but please don't submit the same request under different funding tiers... for sure change the title and make sure there's good differentiation if you leverage similar content in two different tiers.

Campus guidelines can vary quite a bit across SUNY, and that's why the application form requires applicants to identify some key support personnel at the local campus level, so if you're project is funded, we can efficiently reach out to all the campus stakeholders to ensure success.



The State University  
New York

## IITG Round 8 Experiment, Share & Scale-Up!

### **State funds** allocated to:

- Replicate campus success, avoid pitfalls
- Transcend campus boundaries
- Build *Communities of Practice*
- Demonstrate and share evidence of impact
- Support Open SUNY related tools and services
- Scale-Up success across SUNY

Chris – The Performance Improvement Fund (PIF) has also been utilized to solidify communities of practice that were given their start with IITG grants. The purpose of IITG is to help “move the dial” on making innovative higher education practices available widely across SUNY.

**SUNY** The State University of New York

# IITG Application Materials

<http://commons.suny.edu/iitg/apply>

## Apply

### 2019 IITG Round Eight Program Application & Support Materials

[IITG Provost Announcement](#)

Application [Quick Start Guide](#) (some portal features have changed from previous rounds)

[Innovative Instruction Technology Grants \(IITG\) Program Request for Proposals](#)

IITG Online [Application Portal](#) ← **After reviewing the Provost announcement and RFP. Click on "Application Portal" to begin.**

IITG Required [Budget Worksheet](#)

**Webinars to assist with applications**

[Registration Information](#) for Orientation and Q&A sessions contain phone and web connection details (pre-registration helps with planning, but is not required)

- IITG Orientation/Program Overview: **Friday, January 18, 2019 Noon-1pm**
- Q&A Follow up Webinar Tuesday, **February 12, 2019 Noon-1pm**

**Reviewer Rubrics:** [Peer Rubric](#) and [IIRC Rubric](#)

Step-by-Step [Reviewer Instructions](#)

IITG Frequently Asked Questions ([FAQ](#))

**Previous Round 7 Materials (2018)**

- IITG Orientation/Program Overview: Webinar [Recording](#) and/or [Annotated PPT with Notes](#)
- Q&A Follow up Webinar [Recording](#) and/or [Annotated PPT with Notes](#)

#### Themes

- Assessments
- Connected Learning Models
- Discipline Specific Pedagogy
- Faculty Development
- Instructional Design
- Learning Environments (Physical)
- Instructional Technologies
- Organizational Issues: Teaching & Learning

#### Award Tiers

- Tier Three Awards
- Tier Two Awards
- Tier One Awards

**Become a Reviewer**

[Sign Up!](#)

All the materials you need are on the Application Section of the IITG website

Start on the Project Application Website Link

You can either logon with your previous account credentials, or create a new account.

If you created an account in the past, but forgot your password, just click on the "Forgot your Password" link and the system will send your password to the email address on record in the system.

The screenshot shows the SUNY application page with three funding tiers. Each tier has a title, a description, and an 'Apply' button. Red circles highlight the tier names: '2019 FTG Tier 2 Round 8 Application - Up to \$20,000 with 25% match requirement', '2019 FTG Tier 3 Round 8 Application - Up to \$60,000 with 50% match requirement', and '2019 FTG Tier 1 Round 8 Application - Up to \$10,000 (in-kind match optional)'. Red arrows point from the bottom text box to the 'Apply' buttons of each tier.

**Use "Apply" to select funding tier.  
Please do not apply to more than one tier with the same/similar title.**

Once you provide a password, it will take you to the application page where you select a funding tier  
Please refrain from playing the odds by submitting a very similar proposal at two different funding tiers. It's fine if you want to submit more than one grant with a similar concept – but we strongly recommend that different descriptive titles be used if that's the case.



The State University  
of New York

## IITG Application Materials

<http://commons.suny.edu/iitg/apply>

---

Apply

**2019 IITG Round Eight Program Application & Support**

[IITG Provost Announcement](#)

Application [Quick Start Guide](#) (some portal features have changed from previous years)

[Innovative Instruction Technology Grants \(IITG\) Program Request for Proposals](#)

IITG Online [Application Portal](#)

IITG Required [Budget Worksheet](#)

Download, Complete and Upload the IITG Budget Template. This is the only budget worksheet format that will be accepted. (Embedded link is also available within the online application form.)

Step-by-Step [Reviewer Instructions](#)

IITG Frequently Asked Questions ([FAQ](#))

Previous Round 7 Materials (2018)

- IITG Orientation/Program Overview: Webinar [Recording](#) and/or [Annotated PPT](#)
- Q&A Follow up Webinar [Recording](#) and/or [Annotated PPT with Notes](#)

Innovative Instruction Technology Grant Application Proposed Project Budget						
Complete gray-shaded cells only; be sure budget narrative fully describes planned expenses and campus match.						
** Campus Match: examples are included in RFP with Tier 2 (25%) and Tier 3 (50%) award descriptions.						
Point to the IITG # ID for your budget description: <a href="http://commons.suny.edu/iitg/budget-questions/faq/">http://commons.suny.edu/iitg/budget-questions/faq/</a>						
Line Item	Description	Type Faculty Staff or Student	Effort (%) FTE or hours	IITG Grant Funding Request	Campus Match**	Funding Tier #
1.	Personal Service/Personnel (indicate name, role & campus if known)			0.0	0	0
2.				0.0	0	0
3.				0.0	0	0
4.				0.0	0	0
5.				0.0	0	0
6.				0.0	0	0
7.				0.0	0	0
8.				0.0	0	0
9.				0.0	0	0
10.				0.0	0	0
11.				0.0	0	0
12.				0.0	0	0
13.				0.0	0	0
14.				0.0	0	0
15.				0.0	0	0
16.				0.0	0	0
17.				0.0	0	0
18.				0.0	0	0
19.				0.0	0	0
20.				0.0	0	0
21.				0.0	0	0
22.				0.0	0	0
23.				0.0	0	0
24.				0.0	0	0
25.				0.0	0	0
26.				0.0	0	0
27.				0.0	0	0
28.				0.0	0	0
29.				0.0	0	0
30.				0.0	0	0
31.				0.0	0	0
32.				0.0	0	0
33.				0.0	0	0
34.				0.0	0	0
35.				0.0	0	0
36.				0.0	0	0
37.				0.0	0	0
38.				0.0	0	0
39.				0.0	0	0
40.				0.0	0	0
41.				0.0	0	0
42.				0.0	0	0
43.				0.0	0	0
44.				0.0	0	0
45.				0.0	0	0
46.				0.0	0	0
47.				0.0	0	0
48.				0.0	0	0
49.				0.0	0	0
50.				0.0	0	0
51.				0.0	0	0
52.				0.0	0	0
53.				0.0	0	0
54.				0.0	0	0
55.				0.0	0	0
56.				0.0	0	0
57.				0.0	0	0
58.				0.0	0	0
59.				0.0	0	0
60.				0.0	0	0
61.				0.0	0	0
62.				0.0	0	0
63.				0.0	0	0
64.				0.0	0	0
65.				0.0	0	0
66.				0.0	0	0
67.				0.0	0	0
68.				0.0	0	0
69.				0.0	0	0
70.				0.0	0	0
71.				0.0	0	0
72.				0.0	0	0
73.				0.0	0	0
74.				0.0	0	0
75.				0.0	0	0
76.				0.0	0	0
77.				0.0	0	0
78.				0.0	0	0
79.				0.0	0	0
80.				0.0	0	0
81.				0.0	0	0
82.				0.0	0	0
83.				0.0	0	0
84.				0.0	0	0
85.				0.0	0	0
86.				0.0	0	0
87.				0.0	0	0
88.				0.0	0	0
89.				0.0	0	0
90.				0.0	0	0
91.				0.0	0	0
92.				0.0	0	0
93.				0.0	0	0
94.				0.0	0	0
95.				0.0	0	0
96.				0.0	0	0
97.				0.0	0	0
98.				0.0	0	0
99.				0.0	0	0
100.				0.0	0	0
101.				0.0	0	0
102.				0.0	0	0
103.				0.0	0	0
104.				0.0	0	0
105.				0.0	0	0
106.				0.0	0	0
107.				0.0	0	0
108.				0.0	0	0
109.				0.0	0	0
110.				0.0	0	0
111.				0.0	0	0
112.				0.0	0	0
113.				0.0	0	0
114.				0.0	0	0
115.				0.0	0	0
116.				0.0	0	0
117.				0.0	0	0
118.				0.0	0	0
119.				0.0	0	0
120.				0.0	0	0
121.				0.0	0	0
122.				0.0	0	0
123.				0.0	0	0
124.				0.0	0	0
125.				0.0	0	0
126.				0.0	0	0
127.				0.0	0	0
128.				0.0	0	0
129.				0.0	0	0
130.				0.0	0	0
131.				0.0	0	0
132.				0.0	0	0
133.				0.0	0	0
134.				0.0	0	0
135.				0.0	0	0
136.				0.0	0	0
137.				0.0	0	0
138.				0.0	0	0
139.				0.0	0	0
140.				0.0	0	0
141.				0.0	0	0
142.				0.0	0	0
143.				0.0	0	0
144.				0.0	0	0
145.				0.0	0	0
146.				0.0	0	0
147.				0.0	0	0
148.				0.0	0	0
149.				0.0	0	0
150.				0.0	0	0
151.				0.0	0	0
152.				0.0	0	0
153.				0.0	0	0
154.				0.0	0	0
155.				0.0	0	0
156.				0.0	0	0
157.				0.0	0	0
158.				0.0	0	0
159.				0.0	0	0
160.				0.0	0	0
161.				0.0	0	0
162.				0.0	0	0
163.				0.0	0	0
164.				0.0	0	0
165.				0.0	0	0
166.				0.0	0	0
167.				0.0	0	0
168.				0.0	0	0
169.				0.0	0	0
170.				0.0	0	0
171.				0.0	0	0
172.				0.0	0	0
173.				0.0	0	0
174.				0.0	0	0
175.				0.0	0	0
176.				0.0	0	0
177.				0.0	0	0
178.				0.0	0	0
179.				0.0	0	0
180.				0.0	0	0
181.				0.0	0	0
182.				0.0	0	0
183.				0.0	0	0
184.				0.0	0	0
185.				0.0	0	0
186.				0.0	0	0
187.				0.0	0	0
188.				0.0	0	0
189.				0.0	0	0
190.				0.0	0	0
191.				0.0	0	0
192.				0.0	0	0
193.				0.0	0	0
194.				0.0	0	0
195.				0.0	0	0
196.				0.0	0	0
197.				0.0	0	0
198.				0.0	0	0
199.				0.0	0	0
200.				0.0	0	0
201.				0.0	0	0
202.				0.0	0	0
203.				0.0	0	0
204.				0.0	0	0
205.				0.0	0	0
206.				0.0	0	0
207.				0.0	0	0
208.				0.0	0	0
209.				0.0	0	0
210.				0.0	0	0
211.				0.0	0	0
212.				0.0	0	0
213.				0.0	0	0
214.				0.0	0	0
215.				0.0	0	0
216.				0.0	0	0
217.				0.0	0	0
218.				0.0	0	0
219.				0.0	0	0
220.				0.0	0	0
221.				0.0	0	0
222.				0.0	0	0
223.				0.0	0	0
224.				0.0	0	0
225.				0.0	0	0
226.				0.0	0	0
227.				0.0	0	0
228.				0.0	0	0
229.				0.0	0	0
230.				0.0	0	0
231.				0.0	0	0
232.				0.0	0	0
233.				0.0	0	0
234.				0.0	0	0
235.				0.0	0	0
236.				0.0	0	0
237.				0.0	0	0
238.				0.0	0	0
239.				0.0	0	0
240.				0.0	0	0
241.				0.0	0	0
242.				0.0	0	0
243.				0.0	0	0
244.				0.0	0	0
245.				0.0	0	0
246.				0.0	0	0
247.				0.0	0	0
248.				0.0	0	0
249.				0.0	0	0
250.				0.0	0	0
251.				0.0	0	0
252.				0.0	0	0
253.				0.0	0	0
254.				0.0	0	0
255.				0.0	0	0
256.				0.0	0	0

**SUNY** The State University of New York

# IITG Application Materials

<http://commons.suny.edu/iitg/apply>

## FAQs

### Application Questions

How may I learn more about the application process?  
 Can multiple proposals be submitted from a campus?  
 Can multiple proposals be submitted from an individual?  
 What is the deadline for submissions?  
 How do I submit my application?  
 Is campus approval required when submitting a grant?  
 Is there a template for a letter of support?  
 Is department chair approval required when submitting a grant?  
 How many PIs are needed?  
 If we are a team applying for a grant, can/do we all have online access to the grant application?  
 What if I need to make corrections to my grant application?  
 Can I save my application during the process and return to it?

### Budget Questions

I don't deal with finances or purchasing very often. What do I need to know about IITG funds?  
 Can an institution partner with a non-SUNY campus (or other entity)?  
 Can we work with vendors outside of New York State? International?  
 May I sub-contract a portion of my work to a vendor?  
 When do funds need to be expended by?  
 Do I need to include any campus overhead in my budget? (e.g., Income Fund Reimbursable (IFR))  
 Do I need to run this proposal through my local campus Research Foundation office?  
 Do I need to follow state procurement guidelines and get competitive bids for any materials supporting my proposal?  
 Can this grant be used to fund faculty salary recovery (course buy-out) or other types of personnel expense (e.g., student assistance)?  
 Can a portion of my salary or my student's salary be considered "in-kind"?  
 May I budget funds from this grant for Summer Salary or extra service compensation (particularly in cases where reduced course load is not an option in my department)?  
 When is extra service applicable?  
 Do we need to pay individuals at their state salary rate?  
 Do we need to calculate benefits as part of personnel expenditures?  
 Are there any limits on how much can be spent on equipment vs. salary?  
 Can these funds be used to support travel?

### Administrative Questions

I don't deal with finances or purchasing very often. What do I need to know about IITG funds?  
 Are FACT2 representatives eligible to apply for a grant?  
 Are FACT2 representatives required to be listed as a collaborator on the grant?  
 I have more questions about SUNY FACT2 – How do I locate my campus representative?  
 What is required from me if I receive a grant?  
 Can I see the SUNY Learning Commons?

## Themes

- Assessments
- Digital Literacy
- E-Portfolios
- E-Textbooks
- Faculty Support
- Gaming and Simulation
- Mobile Apps and Devices
- Online and Global Learning
- Open Education Resources
- STEM
- Student Support

## Award Tiers

- Tier Three Awards
- Tier Two Awards
- Tier One Awards

**Become a Reviewer**

[Sign Up!](#)

Please check the FAQ section first if you have a question about the Application, Budget or Administrative processes – we think we’ve got most of the common questions and issues covered, but we’re happy to receive feedback and update more information on these pages – just let us know!

**SUNY** The State University of New York

## IITG Round 8 Application: Learning/Project Objectives

▼ Budget & Administrative Support

**Budget Narrative (TZ)\***  
Please upload a document describing how the funds will be utilized if awarded (1 page or less). Include details on how your campus will meet the 25% in-kind or resource match of requested funds.  
Upload a file [2 MB allowed]

**1 Project Budget\***  
Download, complete, and upload the IITG Budget Worksheet form. The budget narrative will "tell the story," but please use the "Brief Rationale for Line Item" (last column) to provide key words that clearly reinforce and connect the line expenditure to the narrative. **Please note: you MUST use this budget worksheet. No substitutions will be accepted.**  
Upload a file [2 MB allowed]

**2a Certification of Budget Fiscal Year Deadline Understanding\***  
SUNY IITG awards are part of University Wide campus allocations maintained in Albany. If your project is selected for funding, you must adhere to State procurement and all local campus policies and procedures. Any funds not expended or encumbered by June 30, 2019 will not be "rolled over" or available the following year. All campuses should have encumbrances cleared, and all funds expended no later than August 15, 2019.  
Please enter "I agree" in the box below to signify that you and all collaborators understand that any funds awarded must be expended by the end of the state budget fiscal year (June 30, 2019).

**2b I Agree**

**Administrative Support\***  
Please enter the name of a central or departmental staff contact who will assist with state purchase requests. The person named must be familiar with the SUNY University Wide accounting processes and must know who to contact at your local campus business office regarding U-Wide funding questions.  
Please Enter: Administrative Support Name  
Email Address: Administrative Support\*  
Please enter the email address of the administrative support contact named above.

**Chief Academic Officer\***  
Please enter the name of your Chief Academic Officer (or designee) who should receive notification in the event an award is made.  
Email Address: Chief Academic Officer\*  
Please provide the email address for your Chief Academic Officer (or designee).

The budget section is in two parts – although you may need to complete the spreadsheet before writing the narrative.

First - **download** the excel worksheet provided either by clicking on the link, or returning to the application site to get the file.

Fill in the spreadsheet, then concentrate on writing the narrative – or visa versa.

Then upload a brief document that describes the budget narrative in detail, and upload your spreadsheet.

Notice there is a text box. We can't say it too many times.

These are **"use it or lose it"** funds – all state funds **MUST be expended by June 30<sup>th</sup> 2019**. You must enter "I agree" with that policy or you can't continue with the application.

Please **enter contact name(s)** at the campus or department level who are familiar with **State** purchasing requests, along with an email address. If you receive an award, we will keep this contact name on file in case we need to work through any administrative issues. More importantly, these fields provide evidence to the reviewers that you've identified a local "go to" person should procurement questions arise.



The State University  
of New York

## IITG Round 8 In-Kind Support

### What is meant by “In Kind” match?

- Cash
- Leveraging another grant
- Campus Services
- Time dedicated to the project to the exclusion of other campus effort/availability
- Must follow campus guidelines.

Why don't we have a lot of guidance in the FAQ's about in-kind?

Because it gets sticky in terms of “professional obligation” and the different expectations for faculty vs. staff service and roles.

We are intentionally vague in order to maximize the opportunity for all SUNY faculty and staff to bring good ideas to life.



The State University  
of New York

## IITG Round 8 Renewal Process

### If seeking **Renewal**:

- Must document progress against original objectives
- Structure and process for moving forward must be clearly articulated
- Budget narrative & spreadsheet must justify the need
- Narrative must include how the project outcomes will be sustainable in the future.

You may want to consider sitting out a year before applying for another round of funds if it leads to a stronger future proposal and enables a clear delineation between the project start, and what will be gained by project continuation.

- You'll also need to indicate to reviewers how your project will move forward in the future once absent IITG funds – which have been constrained to a single renewal.
- IITG's are clearly contributing to support for Open SUNY and other important SUNY wide outcomes, so we're optimistic that this program will be available the foreseeable future
- This is considered a seed grant program, but we're already seeing how strong project outcomes foster future funding opportunities from multiple agencies external to SUNY. So keep an eye toward that objective when seeking project renewal funds.



The State University  
of New York

## IITG Round 8 Financial Process

- These are U-wide State Funds, not RF.
- Early expenditures must be **covered by the campus** until U-wide funds are disbursed.
- PI's work with internal departmental or campus staff to process PO's. **Must follow campus-based procurement policies.**
- Co-PI's employed through RF funds or external contractors must issue an invoice to receive payment from IITG sub-account.
- **Seek help from your campus chief financial/business officer re: U-wide funds.**

To reiterate –

- These are state taxpayer dollars – you must follow state procurement and all campus based purchasing rules.
- If you have expenditures this summer, you'll have to work with your local campus to cover those expenses until funds are released.

Might want to get to know who your campus business officer to seek their help NOW as a part of the planning process.

If you're working with someone on who is on the RF payroll, you'll need to follow campus procedures – usually an invoice must be presented in order to move funds from a state account to an RF account

As a reminder – procurement policies vary from campus to campus - follow your local policies!



The State University  
New York

## IITG Round 8 Procurement Issues

### Assumption for Processing PO's & Sub-Contracts:

- Handled through normal departmental process
- PI (or designee) keeps track of budget
- PI responsible to alert IITG Administration if a budget revision exceeds 20% of OTPS or PSR.
- Random IITG audits are conducted. Please keep good records (including revisions rationale).
- **Be careful with incentives of any kind with State \$.**

IITG administration is available to help throughout the application and award process.

You are able to make budget revisions post award, but need to request permission if a revision exceeds 20% of the total funding request within the OTPS or PSR category. All awards are subject to audit.

Also – please be very cautious if you budget any type of participation incentive. You can't give away laptops or iPads or engage in random games of chance with State taxpayer funds. If a vendor supplies these items in-kind, that's fine.

Remember that IITG's are NOT for everyone. If you intend to later commercialize your project outcomes, please check with us first, you may not want to openly share on the website... but we have had some cases where two different versions of outcomes were created... if you're in that boat, let's talk.



The State University  
New York

## IITG Round 8 Review Process

Reviewers: SUNY Distinguished Professors, FACT<sup>2</sup> Council and Campus Reps, SUNY Provost Staff – **and You!**

1. Managed through the online IITG system
2. Use Likert scales for each section
3. Add additional comments for scoring rationale

All scores are tabulated, ranked and escalated for secondary review to IIRC & Provost Staff.

- Re-ranked following secondary review
- IIRC makes funding recommendations.
- Provost makes final funding decisions and may initiate brief negotiations prior to funding announcements.

Become a  
Reviewer  
[Sign Up!](#)

Each proposal is reviewed by three peer reviewers before being ranked for secondary review by the Research and Innovation Steering Committee and SUNY Provost Staff.

Reviewers see all the application information, your identity is not stripped from the proposal – however, the reviewers are blind to each other. Reviewers are randomly assigned to proposals (outside their institution) and we ask reviewers to identify any potential areas for conflicts of interest so we can swap out reviews.

If you'd like to serve as a reviewer, the deadline to submit your name for selection is **Monday the 19<sup>th</sup> of February – it's a heavy lift to match reviewers to projects, so if you've not previously registered as a reviewer, please do so ASAP.** If you've served as a reviewer in the past, you'll be receiving an invitation to serve next week.

The Provost relies heavily on the peer and secondary reviews, and makes the final call on proposal funding in light of SUNY wide strategic alignment.



The State University  
of New York

## Mid-Project Reports “Lessons Learned”

### **Funding and Process Delays**

- We had to scale back ambitions once we got into the project
- Make sure your department or campus can help with equipment or software purchases in advance of funds.
- We didn't take into account that funds wouldn't be available until several weeks into the semester.
- Took longer to get people onboard than we thought
- Took longer to process hardware purchases than planned
- Had to adjust the budget to hire more student help.

Lessons Learned



The State University  
of New York

## Mid-Project Reports “Lessons Learned”

- Was too optimistic in our purchasing timeline
- Data analysis is taking longer than expected
- My campus was able to point me to less expensive software that works fine.
- Was able to get some significant hardware donated, gives more budget room for other needs.
- The price went up a LOT from our original estimates, had to work around the budget.

Lessons Learned



The State University  
of New York

## Mid-Project Reports “Lessons Learned”

### **Surprises:**

- Hired an international student – didn’t realize it would take longer to get the personnel information set up
- Big learning curve in terms of spending paperwork – Not as many hoops to jump through with RF
- Found we could use CPD points to manage some workshop needs
- Took a long time to resolve how to pay people at community colleges from state-operated accounts.
- My co-principal and I were pleasantly surprised at how highly involved everyone was in the project, how enthusiastic, and how collegial! It was excellent.

Surprises



The State University  
of New York

## Mid-Project Reports “Lessons Learned”

### **Communication is Key!**

- Regular meetings and open communication have helped our team gel and stay on task.
- Be clear on roles with all partners early.
- It’s easy to get over-extended.
- Pick a collaboration tool and try to stick with it.
- Never end a conference call without scheduling your next meeting. Do NOT use email to schedule meetings (online calendaring tools - e.g. Doodle or Meeting Wizard work well).

### Communication

The next most popular theme to emerge was about communication in terms of timeline, roles and process.

(walk through points, followed by second communication slide)

As we have student interns, and next term, paid student assistants to working on this project, we have encountered the inevitable challenge of making sure the team stays on task and is able to work in a self-directed way. We have found that weekly hour-long meetings with our Web Production Manager and online to do lists sent via google docs have been helpful in keeping the team on track.



The State University  
of New York

## Mid-Project Reports “Lessons Learned”

### **Communication is Key!**

- Spending a little on pizza and coffee is productive...
- I broke the project down into smaller sub-projects and designated a lead on each sub-project
- One thing that we have done is split into three smaller groups to work on the three distinct aspects of the course. Then have at least one member of each group available to represent the small groups and report back.
- Sometimes in these types of projects, the work falls on one person. However, if you are clear with boundaries up front, the project will ultimately run more smoothly.

The next most popular theme to emerge was about communication in terms of timeline, roles and process.

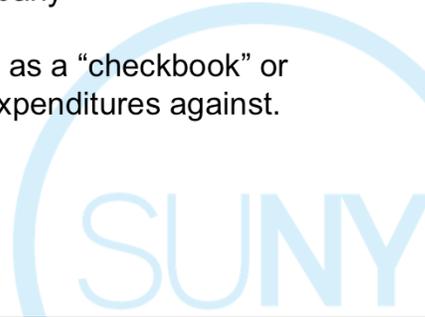
(walk through points, followed by second communication slide)



The State University  
New York

## IITG Round 8 Post Award Support

- Please check FAQ first – continuously updated!
- Email: [IITGrants@suny.edu](mailto:IITGrants@suny.edu)  
Target response within one business day
- Funds are maintained in Albany
- Think of your state account as a “checkbook” or “debit account” to charge expenditures against.



The IITG administration team is here to help. Please use the email alias so if I’m traveling or unavailable others will be monitoring your email to assist with any questions that arise.

Monthly updates are provided, which you are responsible for forwarding to your collaborators.



The State University  
of New York

## IITG Round 8 Timeline

### **Timeline Targets**

December 7, 2018	Online IITG Application Site Opens
January 18, 2019	Online Orientation Webinar (Noon)
February 12, 2019	Q&A Webinar (Noon)
March 3, 2019	Application Deadline (11:59pm)
March 4-25, 2019	Peer Review
March 26 – April 15, 2019	IIRC & SUNY Provost Staff Review
May 6, 2019	Award Notification Target

The IITG administration team is here to help. Please use the email alias so if I'm traveling or unavailable others will be monitoring your email to assist with any questions that arise.

Monthly updates are provided, which you are responsible for forwarding to your collaborators.



The State University  
of New York

## IITG Deadline

**Sunday, March 3<sup>rd</sup>**  
**11:59pm**



The State University  
of New York

**Questions?**

**IITGrants@suny.edu**

**Thank You!**