



**Center for Educational Innovation**

**Mobile Learning Research Fund**

**Handbook**

**Research Cycle–2, Round 1**

**2014-2015**

### 1. Introduction:

The Center for Educational Innovation in collaboration with the Office of Research offers CEI-Mobile Learning Research Fund grants to full-time faculty and teaching staff to investigate mobile learning and mobile enhanced pedagogies. Grants are awarded twice annually and offer funding for projects, which follow primarily a scholarship of teaching and learning and/or action research framework. However, the CEI-Mobile Learning Research Fund supports projects which include various methodologies from action research to experimental designs using quantitative and/or qualitative approaches.

The award goes to projects that explore systematic approaches to the improvement of teaching and learning with mobile devices through evidence-based practice. Dissemination and publication will be an expectation of the award.

### 2. Eligibility Criteria:

All regular contract faculty and staff who are teaching at least one course are eligible to apply. Adjunct faculty may participate as a co-investigator with a principal investigator as a contract employee. A faculty member can only be awarded funding as a principal investigator on one CEI funded project at one time. However, a faculty member may be funded as a PI and concurrently involved in another CEI funded project as a co-investigator. Collaboration among projects is encouraged.

### 3. Award and Funding Cycle:

CEI-Mobile Learning Research Fund awards are designed to fund one year projects to a maximum of AED 20,000 per faculty. The CEI can fund a maximum of 40 mobile learning projects per year.

The Mobile Learning Research Fund grants are awarded twice a year. The funding cycle begins each fall and spring semester and lasts for one calendar year. Several rounds may be announced within each cycle e.g., Cycle 1 – Round 1, Cycle 1 – Round 2, etc..

	<b>Fall/Winter 2014/2015</b>	
	<b>Cycle 2 – Round 1</b>	<b>Cycle 2 – Round 2</b>
<b>Call for proposals</b>	June 17, 2014	December 1, 2014
<b>Deadline for Submission</b>	October 15, 2014	February 15, 2015
<b>Notification of award</b>	November 15, 2014	March 15, 2015
<b>Release of funding</b>	See Section 8 below	See Section 8 below

#### **4. Submission Requirements:**

Submissions are accepted using the CEI-Mobile Learning Research Fund application. Submissions are sent to the Office of Research and must be received before the closing date. The applications are forwarded to the CEI-Mobile Learning Research Panel for review.

#### **5. Applying for funding:**

Applicants must use the CEI-Mobile Learning Research Fund application. The application needs to be completed in its entirety and submitted electronically to the Center for Educational Innovation at [ceiresearch@zu.ac.ae](mailto:ceiresearch@zu.ac.ae) to be considered for funding. (See funding application)

The application includes:

- summary of the research project
- detailed description of project including literature review
- detailed explanation of the budget
- plans for dissemination and article submission
- Ethical Clearance Application (though ethical clearance does not need to be granted upon application)
- Approval from dean or director

**Please note:** many colleges and academic units require internal vetting prior to signed approval from the Dean or Director. Ensure that you have followed the guidelines within your department prior to submitting to your Dean or Director for signature.

If the application for funding is successful, a full ethical clearance submission and approval must be completed before grant funds are released to the PI(s). The ethical clearance application must be submitted to the Institutional Review Board (IRB) and approval from the IRB must be documented and sent to the CEI-Mobile Learning Research Panel. This process can take a few weeks especially if the IRB request further amendments, clarifications, and/or documentation for approval, so it is advisable to allow plenty of time for this process. For more information on the ethical clearance process, go to [http://www.zu.ac.ae/main/en/research/for\\_researchers/research\\_integrity/ethical\\_clearance.aspx](http://www.zu.ac.ae/main/en/research/for_researchers/research_integrity/ethical_clearance.aspx)

#### **6. Vetting Criteria:**

All proposals will be blind reviewed by the CEI-Mobile Learning Research Fund Panel. All proposals will be judged and ranked according to the CEI-Mobile Learning Research Fund Evaluation Criteria. See appendix 1

Each proposal will be vetted according to three criteria:

##### 6.1 Scholarly Merit

- Does the proposal take into account previous research on the subject?
- Does the project attempt to effectively evaluate the use of mobile devices as teaching and learning tools?

- Does the project employ valid and appropriate research methods? Is the research design clearly articulated?
- Have potential challenges, limitations and problems been appropriately addressed?
- Has the budget proposal been well-articulated and justified?

## 6.2 Impact

- What impact does this project have on teaching and learning within the context of Zayed University, the region and globally?
- Has the pedagogical strategy and/or intervention been adequately described?

## Bonus Points

It is possible to score bonus points by collaborating with colleagues from other academic areas and/or including students as co-researchers.

- Does this project include internal collaborative partners? These could be partners within the same area (e.g., college) but it would be even better to include partners from other colleges or areas.
- Does this project involve student researchers as co-researchers? How will you mentor them?

## 6.3 Dissemination

- How will the findings of the research be disseminated within the university and beyond?
- **Dissemination through publication is a highly desired outcome.** Does this project have the potential for publication in a peer-reviewed international journal? To which peer-reviewed journals and/or conference will this research be submitted?

All applicants will be notified by the CEI on the status of their proposals.

## 7. Reporting and Dissemination:

All grant recipients are required to submit a mid-project progress report and a final report to the CEI-Mobile Learning Research Fund Panel. Funding of the second half of the project is subject to the submission and acceptance of the mid-project progress report.

Recipients are also required to disseminate their findings within the university through presentations and to the wider academic community through a peer-reviewed publication. Dissemination through international conferences is also encouraged.

## 8. Notification, Project Start and Funding Release

### 8.1 Notification

Lead investigators will be notified by email of the status of their submission on the dates specified in the Call for Proposals (see Funding Cycle above). The notification will include peer reviewer feedback as well as the approval status. The approval status will be one of the following:

Approve –funding approval, no or minimal modifications necessary  
Approve with Revisions – funding approval upon receipt of satisfactory revisions  
Decline – funding declined

Peer feedback will be provided in all cases. If approval is pending revisions the revised proposal must be re-submitted within 2 weeks of receipt of the email.

## 8.2 Project Start

Prior to the project start date, documentation of full ethical approval must be submitted. Once approved, the project budget is fixed and no changes to the methodology, title, participants, etc. can be made without approval of the CEI-Mobile Learning Research panel and the Ethical Review Board, if necessary.

## 8.3 Funding Release

Upon approved funding but prior to release of the funds, the Lead PI on the project must submit to the CEI a letter of Ethics Approval. A research account number will then be set up for the project and the funds may be accessed.

### **Budgetary accounting and processes:**

The project budget proposal must include all anticipated expenses. Unanticipated expenses cannot be claimed for reimbursement. The CEI-Mobile Learning Research Fund spreadsheet helps calculate your budget request and expenses for the project.

Each project expense must be categorized as:

<b>Category</b>	<b>Allowable Expenses</b>
Personnel	contracting student researchers, translation expenses, teaching buy-out, etc.
Capital	technology hardware, media resources, periodicals, etc.
Operational	software, subscriptions, etc.
Dissemination	attending international conferences, organizing and catering internal ZU symposia

An expense code will be assigned for the project and all expense claims are forwarded to the CEI for approval and to ensure that the budget is available for your claim. All claims must be made via the *ZU payment requisition form*.

All equipment, books, technology, and other resources purchased by the CEI-MLRF may remain with researcher and the department housing the project or may be returned to the CEI, central stores or the library for future use. However, these purchases must be inventoried and remain the property of Zayed University.

For further questions or more information, please contact [CEIResearch@zu.ac.ae](mailto:CEIResearch@zu.ac.ae)



**Figure 1: Proposal Vetting Criteria**

Criteria	Score	Comments
<b>Scholarly Merit (40 points)</b>		
Does the proposal take into account previous research on the subject?	/10	
Does the project attempt to effectively evaluate the use of mobile devices as teaching and learning tools?	/10	
Does the project employ sound and appropriate research methods? Is the research design clearly articulated?	/10	
Have potential challenges, limitations and problems been appropriately addressed?	/5	
Has the budget proposal been well-articulated and justified?	/5	
<b>Total</b>	<b>/40</b>	
<b>Impact on Teaching and Learning (30 points)</b>		
Has the pedagogical strategy and/or intervention been adequately described?	/20	
What impact does this project have on the study of the mobile enhancement of teaching and learning within Zayed University, in the region and globally?	/10	
<b>Total</b>	<b>/30</b>	
<b>Dissemination (30 points)</b>		
How will the findings of the research be disseminated within the university and beyond?	/10	
To which peer-reviewed journals will this research be submitted? Describe why these are the most appropriate journals to submit to.	/20	
<b>Total</b>	<b>/30</b>	
<b>Total Score (100 points)</b>		<b>/100</b>
<b>Bonus Points</b>		
Does this project include internal collaborative partners? These could be partners within the same area (e.g., college) but it would be even better to include partners from other colleges or areas.	/6	
Does this project involve student researchers as co-researchers? How will you mentor them?	/6	
<b>Total</b>	<b>/12</b>	

Total Section 1 + Total Bonus Points = \_\_\_\_ + \_\_\_\_ = \_\_\_\_.