



**2008-2009**

**Competitive Professional Development Grant:  
ePortfolios**

**Request for Proposals**

*Letter of Intent Deadline: October 23, 2007*

*Application Deadline: November 29, 2007*

---

**CONTENTS**

---

<b>Introduction</b>	3
Project Goal	3
Project Description and Overview	3
Grant Parameters	5
Grant Eligibility	5
Timeline	6
<b>Program   Funding Requirements</b>	7
Program Requirements	7
Disbursement of Funds	8
Allowable Expenditures	8
Non-Allowable Expenditures	8
<b>Review   Award Process</b>	9
Review Process	9
Award Notification	9
<b>Application Submission Requirements</b>	
Criteria	10
Application Deadlines	10
Submission Requirements	11
Specific Application Responses	12
<b>Grant Checklist</b>	14
<b>Contact Information</b>	15
<b>Appendices</b>	16
Appendix A Example of online Letter of Intent	16
Appendix B Commitment and Support Signature Page	17
Appendix C Supported Browser/OS Combinations	18
References	19

## INTRODUCTION

---

### Project Goal

The primary goal of this competitive grant is to provide professional development and an open source technology to assist schools in the use of ePortfolios. This grant will also enhance teachers' abilities to use innovative methods for integrating technology to support state academic content standards.

Objectives to be achieved by the professional development and the project are:

- enhance the abilities of teachers to use innovative methods for integrating technology to implement state academic content standards;
- expand teachers' knowledge of how to use technology to assess students' knowledge and skills;
- encourage collaboration among teachers to develop new insights and learn from one another to better address the needs of students; and
- enable teachers and students to share their learning, skills, knowledge and growth.

A secondary goal is to collaborate with higher education in exploring the use of an open source ePortfolio tool. This tool could potentially be used by teachers and students in any school district or institution of higher education and could help students moving from K-12 into higher education and/or the work place.

### Project Description and Overview

#### Legislative Background

Pursuant to HB 119, of the 127<sup>th</sup> Ohio General Assembly, eTech Ohio is legislatively charged with providing up to \$200,000 in each fiscal year to fund competitive professional development grants to school districts. These grants must focus on developing innovative programs that enhance teachers' abilities to use innovative methods for integrating technology to implement state academic content standards in classroom lessons. Pursuant to the legislation, grant requirements and awards are to be approved by eTech Ohio, with priority given to school districts designated in academic emergency, academic watch or continuous improvement.

In order to meet the legislative charge eTech Ohio will again provide a two-year competitive grant to school districts. For the FY08-09 grant cycle, recipients will be focusing on creating and using electronic portfolios (ePortfolios) to collect examples of, reflect upon, and to demonstrate their ability to integrate technology to support state academic content standards. The grant will be limited to teachers and their respective students in grades 9 through 12.

**What is the definition of portfolios?**

According to Dr. Helen Barrett, who is currently with the Center for Advanced Technology in Education at the University of Oregon, "a portfolio is a collection of work that a learner has collected, selected, organized, reflected upon, and presented to show understanding and growth over time." (Barrett, 2006, p.4) Portfolios can be used for several purposes including documenting knowledge, skills and learning, assessing achievement of goals, showcasing accomplishments and finding a job.

"An electronic portfolio uses electronic technologies, allowing the portfolio developer to collect and organize portfolio artifacts in many media types (audio, video, graphics, text)" (Barrett, 2001). Electronic portfolios (ePortfolios) have been used in higher education for several years. ePortfolios allow faculty to document their professional development and accomplishments and also allow students to capture their skills, knowledge and learning in a form that can be shown to prospective employers.

In the K-12 arena, portfolios have been used in classrooms, but until recently storage was a problem. Now technology provides solutions for the storage problem and ePortfolios have grown in usage among K-12 teachers.

This grant will support teachers' use of ePortfolios in grades 9-12 and is consistent with the direction of higher education. The grant will serve as a pilot to determine how to best provide students with a sound understanding of and the skills to use ePortfolios in grades 9-12 and as they move on to college using an open source application called Open Source Portfolio (OSP).

**What is the definition of open source?**

According to the wikipedia, "Open source is a set of principles and practices that promote access to the design and production of goods and knowledge. The term is most commonly applied to the source code of software that is available to the general public with relaxed or non-existent intellectual property restrictions. This allows users to create software content through incremental individual effort or through collaboration." The Open Source Initiative provides this definition, "Open source is a development method for software that harnesses the power of distributed peer review and transparency of process."

In this grant, teachers will learn to use the Open Source Portfolio (OSP) as a means to demonstrate their own learning and growth in the integration of technology and to enable collaboration and sharing of teaching practices, lessons learned. eTech Ohio will work with the teachers involved in the grant to develop templates that address their needs for implementing ePortfolios with their students.

Beginning in the fall of 2008, the teachers will implement ePortfolios in their classrooms as a way for a selected number of students to collect, reflect upon and share their growth and learning.

---

### Grant Parameters

- School building(s) within a district may apply for up to \$20,000 for the duration of the grant.
- Only one application per building will be accepted.
- While multiple applications per district are received, at most, one school building per district may be awarded a grant.
- A minimum of one or a maximum of two teachers from a school building may jointly apply for a grant.
- The teacher(s) will participate in several professional development offerings on Sakai, an open source collaborative learning environment, and Open Source Portfolio (OSP) provided by eTech Ohio.
- Teachers will participate, as needed by each individual teacher, in additional professional development for using various types of technology to implement ePortfolios.
- Teachers will also participate in focus groups for the development of templates to be used in OSP and must use OSP for the grant.
- The building principal, instructional integrationist and/or curriculum director from the school must support the teachers in this project and are encouraged to work with them.
- Priority will be given to those districts in academic emergency, academic watch or continuous improvement.

### Grant Eligibility

- All Ohio public school districts are eligible to apply for this competitive grant.
- The grant will be limited to teachers and their respective students in grades 9, 10, 11 or 12.
- Teachers must have participated in one of the scheduled Technical Assistance Audio Conferences prior to applying.
- The school building must have completed the 2008 BETA survey prior to grant application deadline.

## Timeline

Meeting all of these timelines is required for participation in the competitive professional development grant:

September 25, 2007	Request for Proposal (RFP) released
October 4, 2007	Technical assistance audio (3:30-4:30 PM (EDT)) * 1-800-640-5128 Conf #19185584
October 8, 2007	Technical assistance audio (3:30-4:30 PM (EDT)) * 1-800-640-5128 Conf #19185603
October 10, 2007	Technical assistance audio (7:30-8:30 AM (EDT)) * 1-800-640-5128 Conf #19185609
October 16, 2007	Technical assistance audio (7:30-8:30 AM (EDT)) * 1-800-640-5128 Conf #19185616
October 23, 2007	Online Letter of Intent submitted by 5:00 PM (EDT)
November 29, 2007	Online Grant Application submitted by 5:00 PM (EST)
November 29, 2007	Commitment and Support Signature Page received in the eTech Ohio office by 5:00 PM (EST)
December 4-19, 2007	Grant review
On or about Jan. 16, 2008	Award recipients announced
January 23, 2008	Signed agreements returned to eTech Ohio
February 5, 2008	Orientation at eTech Ohio Educational Technology Conference
February 22, 2008	Training in OSP in Columbus
February – May 2008	Professional development on ePortfolios
April 11, 2008	Focus group for requirements gathering
June 17, 2008	Training on OSP in Columbus
August 14, 2008	Finalizing Student ePortfolios on OSP
September 2008	Implementation for OSP with students begins
February 2- 4, 2009	Presentation at the 2009 eTech Ohio Educational Technology Conference
March 2009	Final payment to districts
June 30, 2009	Final impact and budget report due
July 30, 2009	Financial Expenditure Reports due

\* All teachers must participate in one of the four technical assistance audio events listed.

## PROGRAM | FUNDING REQUIREMENTS

---

### Program Requirements

The OSP application is relatively new. As such, teachers participating in the grant will be innovators and early adopters and will need to be flexible and open to change.

As part of this two-year grant, school building(s) within a district may apply for up to \$20,000 with a plan for how ePortfolios will be used to integrate technology and support the state academic content standards. At most one building per district may be awarded.

- A minimum of one or a maximum of two teachers from a school building may jointly apply for a grant.
- Teachers must participate in a Technical Assistance Audio prior to applying for the grant.
- The building principal, technology coordinator, instructional integrationist and/or curriculum director from the school must be supportive of the teachers' use of ePortfolios in this project and are encouraged to collaborate with them.
- The superintendent must sign a letter of support and must also agree that they will obtain a data release from each parent of those students who will be creating ePortfolios.

If selected, all teachers participating in the grant will be expected to:

- Attend the face-to-face orientation on February 5, 2008, at the eTech Ohio Educational Technology Conference in Columbus;
- Participate in several professional development (PD) offerings on Sakai and OSP provided by eTech Ohio;
- Use technologies to document and save samples of learning through the creation and saving of audio files, video files and text files; and, if necessary, seek and participate in professional development in the use and integration of technologies to document and save samples of learning through the creation and saving of audio files, video files and text files;
- Participate in focus groups for template development to be used in OSP;
- Create and use ePortfolios in OSP to document technology integration and student use of OSP and use the supported browsers/OS combinations (See Appendix C);
- Implement ePortfolios, using OSP, in the classroom with a selected number of students;
- Share findings, reflections and artifacts within the teacher ePortfolio via the eTech Ohio website;
- Complete a final impact report;
- Attend several events in Columbus including, but not limited to, February 5, February 22, June 17 and August 14, 2008;
- Present findings at the 2009 eTech Ohio Educational Technology Conference, February 2-4, 2009.

---

## Funding Overview

Funding for this project will be issued through a competitive grant process. Priority will be given to districts that are in academic emergency, academic watch or continuous improvement.

## Disbursement of Funds

Districts will receive the first disbursement (one half) of the funds upon awarding of the grants. The second disbursement (one fourth) will be released in August 2008 and the final disbursement (one fourth of the funds) in March 2009.

Funds will be processed for electronic payments via eTech Ohio. Recipients must follow all guidelines for submission of fiscal reports.

## Allowable Expenditures include:

- Purchase of hardware and/or software related to implementation of grant
- Professional development and graduate credit associated with the grant
- Professional development support materials (may include items such as books, videos and/or CDs associated with the professional development required to complete the ePortfolio project)
- Stipends for work outside teachers' and/or technology coordinators contractual hours
- Expenses directly related to the grant including mileage and substitutes for participants to attend the face-to-face orientation, professional development and the 2008 and 2009 eTech Ohio Educational Technology Conferences
- Warranty for the hardware purchased for the grant

## Non-Allowable Expenditures include:

- Furniture
- Food and drinks
- Consumables (For example: paper, printer cartridges)
- Any other item not specifically identified above as an Allowable Expenditure.

## REVIEW | AWARD PROCESS

---

eTech Ohio may reject any grant application that is not in the required format, does not substantially address all the requirements of this Request for Proposal (RFP) or that eTech Ohio believes is not in the state's interests to consider or to accept. In addition, eTech Ohio may cancel this RFP, reject all the RFP submissions and/or seek to award the grants through a new RFP.

During the evaluation process, eTech Ohio may request clarifications from any Applicant under active consideration and may give any Applicant the opportunity to correct defects in its grant application if eTech Ohio believes doing so does not result in an unfair advantage for the Applicant and it is in eTech Ohio's interests to do so.

### Review Process

The grant application review process consists of the following steps:

1. Each application will be reviewed to ensure completeness.
2. All complete applications will be read and scored with priority given to school districts in academic emergency, academic watch and continuous improvement.
3. Completed, scored applications will be rank ordered according to adjusted overall score.
  - a. Tied scores
    - i. In the case of multiple applications receiving the same score, eTech Ohio will break the tie with the flip of a coin.
  - b. Multiple applications from one district

At most one grant per district will be awarded.

    - i. In the case of multiple applications being received from one district, only the highest scoring application will be considered eligible for grant award. All other applications from that district will be considered ineligible for a grant award.
    - ii. In the case of two or more applications receiving the same score, eTech Ohio will break the tie with the flip of a coin.
4. The highest 20 rank-ordered applications will be awarded grants.

### Award Notification

Professional development competitive grant award recipients will be listed on the eTech Ohio website on or about Wednesday, January 16, 2008. Signed grant agreements must be received by eTech Ohio no later than Wednesday, January 23, 2008.

## APPLICATION SUBMISSION REQUIREMENTS

These instructions describe the required format for a grant application. Each application must include sufficient information to allow eTech Ohio to evaluate the Criteria as listed below:

### Criteria

- Needs Assessment and standards to be addressed;
- Project plan for using ePortfolios as a tool;
- Research that supports the use of ePortfolios;
- Capacity of school building to implement grant;
- Teacher capacity to implement grant
  - Experience of teachers in the use of portfolios and/or ePortfolios;
  - How teachers integrate technology in the classroom;
  - Teachers' use of learning management systems;
- Itemized budget that identifies costs of no more than \$20,000; and
- Sustaining the use of ePortfolios beyond the grant.

Priority will be given to districts designated in academic emergency, academic watch and continuous improvement.

The Applicant may include any additional information it believes is relevant.

Any material deviation from the format outlined below may result in a rejection of the non-conforming application.

Each grant application must contain complete responses to the following sections:

- Online Letter of Intent
- Online Narrative Application
- Commitment and Support Signature Page with original signatures (Appendix B)

### Application Deadlines

It is the responsibility of the applicant to ensure timely receipt of all grant application items, including submission of the online narrative application. **NO EXCEPTIONS SHALL BE MADE FOR APPLICATIONS RECEIVED AFTER THE STATED DEADLINES:**

October 23, 2007, 5:00 PM (EDT)

Online Letter of Intent

November 29, 2007, 5:00 PM (EST)

Online Narrative Application

November 29, 2007, 5:00 PM (EST)

Commitment and Support Signature Page

## Submission Requirements

---

### Online Letter of Intent

All eligible buildings that plan to respond to this professional development competitive grant RFP must indicate their intention to participate in the grant by completing the online Letter of Intent portion of the grant application. This process requires that the user have an active Hall Pass account. If you need to create a Hall Pass account, you may do so now by visiting <http://www.etech.ohio.gov/go/newhallpass>. If you already have a Hall Pass account, you may begin the Letter of Intent grant application process by visiting <http://www.etech.ohio.gov/go/CompPD08> (available on October 9, 2007). Click *Apply* and then complete the Letter of Intent portion of the application. Once you have answered all of the questions to your satisfaction, click *Submit*. If you do not click *Submit*, your information is not saved and you will need to retype the information. If you choose to close out of the Competitive Grant application and complete the Letter of Intent at a later time, follow these directions to return to the application. Go to <http://etech.ohio.gov/go/myapplications>. Choose your Competitive Professional Development Grant: ePortfolios application.

The online Letter of Intent must be completed and submitted **by 5:00 PM (EDT) on Tuesday, October 23, 2007** (no mail, faxes or emails will be accepted). No incomplete applications will be accepted. Districts not submitting a Letter of Intent will not be allowed to submit a grant application.

### Online Narrative Application

The Online Narrative Application is the second requirement of the Competitive Professional Development Grant: ePortfolios. Therefore, an applicant can continue onto the Narrative Application after submitting the Letter of Intent. If you have submitted the Letter of Intent and closed your application, the following directions will allow you to return to the application to complete the Narrative Application at a later time. Go to <http://etech.ohio.gov/go/myapplications>. Choose the Competitive Professional development Grant: ePortfolios from your list of applications. Click *View/Submit* next to the Narrative Application requirement to continue the application process. Once you have completed the Narrative Application to your satisfaction, check the "Mark survey as completed" checkbox and click *Save*. If you are not finished, you may save what you have completed by clicking *Save* and then return at a later time to complete the application.

No paper applications will be accepted. However, the Commitment and Support documentation must be completed and submitted in paper format (in attached Appendix B) and contain original signatures. See the section entitled "Commitment and Support Signatures" below.

Applicants must complete the online narrative application by **5:00 PM (EST) on Thursday, November 29, 2007**. All sections of the application must have a response. No incomplete applications will be accepted.

---

### Specific Application Responses

Applicants must complete and submit the application describing the proposed project in light of each of the following categories. Responses should be written so that readers, including peer reviewers, will understand the overall concept of the application. There is a limit of 4,000 characters per category in the application.

1. Needs Assessment and Standards
  - Identify an academic need in the classroom that may be helped by instructional strategies employing an ePortfolio.
  - Provide and explain student performance data that substantiates the academic need.
  - State the specific academic content standard(s) that will be addressed.
2. Project plan for using ePortfolios as a tool. Application must include the following:
  - Identify the target population affected by this need (one student, group of students, all students in the class) for which you will use ePortfolios. Provide a rationale for why this population was selected.
  - Describe your plan of action that includes details of how the proposed project will utilize ePortfolios to address your identified need AND specific academic content standard(s).
  - Explain the necessary resources and technology that are required to implement the approach outlined in the proposed plan.
3. Research that supports the use of ePortfolios for your purpose.
  - Cite research that substantiates the use of portfolios and/or ePortfolios. Discuss how the research supports your proposed use of ePortfolios.
4. Capacity of school building to implement grant
  - Describe any similar grants or projects in which the school building has been involved. Include in your discussion the school's capacity to administer them and the success of the projects.
5. Teacher Capacity to implement grant  
Identify any key staff (including a contact person) who will be responsible for all administrative and programmatic issues, including correspondence between the project and eTech Ohio. The contact person can be a teacher who is applying for the grant.

- Provide information for the teacher(s) who will be implementing the project explaining how the teacher(s) has used and/or is currently using portfolios and /or ePortfolios (years experience using portfolios and/or ePortfolios, role as student and/or teacher, various ways of using portfolio, etc.)
- Provide information for the teacher(s) who will be implementing the ePortfolio project with examples of how teacher(s) is currently integrating technology into classroom teaching and learning.
- Provide information for teacher(s) who will be implementing the ePortfolio project in terms of experience using a Learning Management System (LMS) (as a student, instructor, and/or developer of a course.)

#### 6. Budget

- List your expenditures for this grant in the table provided. The itemized budget should identify costs of no more than \$20,000 that will be paid from the grant.
- Provide an explanation for each expenditure and include how it is relevant to the implementation of the ePortfolio project (include any additional professional development required, technology requested, stipends, expenses).

#### 7. Sustaining the use of ePortfolios beyond the grant

- Discuss how the ePortfolios will be used and maintained beyond the grant.
- Discuss how teacher(s) will share information from the project with others.

### **Commitment and Support Signature Page**

All applicants must complete and send the Commitment and Support Signature Page (Appendix B) to eTech Ohio – PD Competitive Grant (Attn: Coordinator Renee Evans), 2323 W. Fifth Ave., Suite 100, Columbus, Ohio 43204. The Commitment and Support Signatures form with original signatures must be received in the eTech Ohio office by **5:00 PM (EST) on Thursday, November 29, 2007** (no faxes or emails will be accepted). Districts not submitting a Commitment and Support Signature Page will not be eligible for consideration.

## GRANT CHECKLIST

---

Please be sure you have done all of the following and pay attention to whether the requirement is participation or online submission or to be mailed and the specific deadlines for each.

- ◇ Participate in one of the eTech Ohio Competitive PD Grant Technical Assistance audios (October 4, 8 10 OR 16, 2007)
- ◇ Online Letter of Intent completed and submitted by **Tuesday, October 23, 2007, 5:00 PM (EDT)**. (See example in **Appendix A**)
- ◇ Commitment and Support Signature Page completed with original signatures and received in the eTech Ohio office by **Thursday, November 29, 2007, 5:00 PM (EST)**. (**Appendix B**)
- ◇ Online narrative application completed and submitted by **Thursday, November 29, 2007, 5:00 PM (EST)**.

**PLEASE NOTE:** If your school district requires board approval prior to participation in the application or award funding process, it is the responsibility of the district submitting the application to secure such approval prior to submission of the application.

## Contact Information

---

Educational Technology Consultant: Sandra Paxton  
2323 W. Fifth Ave  
Suite 100  
Columbus, OH 43204  
614.485-6057  
sandy.paxton@etech.ohio.gov

Coordinator: Renee Evans  
2323 W. Fifth Ave  
Suite 100  
Columbus, OH 43204  
614-485-6448  
renee.evans@etech.ohio.gov

<http://www.etech.ohio.gov/go/comppd>

## Appendix A: Example of online Letter of Intent

Please note:

- School building(s) within an Ohio public school district may apply for up to \$20,000.
- Only one application per building will be accepted.
- At most one school building per district will be awarded a grant.

\*\*\*\*\*

### Applying District and Building Site Information:

District Name:

District IRN:

County Name:

Building Name:

Building IRN:

### Grant Contact Information:

Contact Full Name:

Email Address:

Phone:

Principal Full Name:

Email Address:

Phone:

Teacher 1 Full Name:

Email Address:

Phone:

Grade(s) Currently Teaching:

Date on which Teacher participated in Technical Assistance Audio Conference:

Code provided during Technical Assistance Audio Conference:

Teacher 2 Full Name (if applicable):

Email Address:

Phone:

Grade(s) Currently Teaching:

Date on which Teacher participated in Technical Assistance Audio Conference:

Code provided during Technical Assistance Audio Conference:

Superintendent Full Name:

Email Address:

Phone:

This online Letter of Intent must be completed and submitted **by 5:00 PM (EDT) on Tuesday, October 23, 2007** (no mail, faxes or emails will be accepted). No incomplete applications will be accepted. Districts not submitting a Letter of Intent will not be allowed to submit a grant application.

## Appendix B

### Commitment and Support Signature Page

We hereby pledge support of and shall show a strong collaborative spirit to ensure success of this professional development competitive grant for the entire duration of the grant. We agree to the commitments and requirements as outlined and listed in this RFP and as signified by the **signatures** below:

District Name: \_\_\_\_\_ District IRN: \_\_\_\_\_

Building Name: \_\_\_\_\_ Building IRN: \_\_\_\_\_

I support the use of ePortfolios in the school building listed above and agree to obtain a data release from each parent of those students who will be creating and using ePortfolios for the grant.

Superintendent \_\_\_\_\_ Date

Building Principal \_\_\_\_\_ Date

Technology Coordinator \_\_\_\_\_ Date

Bargaining Unit President \_\_\_\_\_ Date

Grant Contact \_\_\_\_\_ Date

Teacher 1 \_\_\_\_\_ Date

Teacher 2 (if applicable) \_\_\_\_\_ Date

All applicants must complete and send the Commitment and Support Signature Page (Appendix B) to eTech Ohio – PD Competitive Grant (Attn: Coordinator Renee Evans), 2323 W. Fifth Ave., Suite 100, Columbus, Ohio 43204. The Commitment and Support Signatures form with original signatures must be received in the eTech Ohio office by **5:00 PM (EST) on Thursday, November 29, 2007** (no faxes or emails will be accepted). Districts not submitting a Commitment and Support Signature Page will not be eligible for consideration.

## Appendix C

---

Sakai v2.4 - Supported Browser/OS Combinations for Users for the OSP portfolio:

- Microsoft Windows
  - Internet Explorer 5.5 and newer
  - Netscape 7.1 and newer
  - Mozilla Firefox 1.5 and newer
- Linux
  - Netscape 7.1 and newer
  - Mozilla Firefox 1.5 and newer
- Mac OS X (10.x.x)
  - Netscape 7.1 and newer
  - Mozilla Firefox 1.5 and newer

## References

---

Barrett, H.E. (2001). Electronic Portfolios – A chapter in Educational Technology; An Encyclopedia to be published by ABC-CLIO, 2001. [Retrieved September 10, 2007 from <http://electronicportfolios.com/portfolios/encyclopediaentry.htm>.]

Barrett, H.C., (Oct. 2006). "Using Electronic Portfolios for Classroom Assessment," *Connected Newsletter*, 13 (2), pp. 4-6. [ Retrieved September 5, 2007 from <http://electronicportfolios.com/portfolios/ConnectedNewsletter-final.pdf>.]

Open Source Initiative, The Open Source Definition. [Retrieved September 18, 2007 from <http://www.opensource.org/>]

Wikipedia, Open Source definition. [Retrieved September 18, 2007 from [http://en.wikipedia.org/wiki/Open\\_source](http://en.wikipedia.org/wiki/Open_source) .]