HP Innovations in Education Grants

2009 Request for Proposals – Secondary School Districts, USA

"Re-imagining the Classroom"

Introduction and goals

In our global, highly connected world, math, science, and innovation are essential skills for our future business and high-tech innovators. These skills prepare students for high-quality, high-tech degree programs. Evidence is emerging that the effective use of technology combined with exemplary teaching can positively impact student academic outcomes.

The 2009 HP Innovations in Education grants for secondary school districts (USA) fund school districts to launch innovative pilot initiatives that support the administrators and teachers responsible for student success in math and science in middle schools and/or high schools. HP is inviting proposals from school districts that are committed to exploring the innovations that are possible at the intersection of teaching, learning, and technology. The HP Innovations in Education grant recipients will become a global network of secondary school educators around the world who are designing the future of secondary education.

Each grant supports program improvement in four key areas:

- **Leadership Capacity** – creating a network of school administrators and key teachers who implement innovative approaches to curriculum, instruction, and the use of technology to enhance math/science learning
- **Digital Learning Environments** – using technology to fundamentally redesign the learning experience in ways that lead to increased student engagement and academic success; can include innovations in online learning, virtual worlds, gaming for learning, and simulations
- **The Secondary Student Design & Research Experience** –making math and science real and relevant by involving secondary students in design and research challenges that address real needs in society; can include local and/or global service learning
- **High-Tech Career Awareness** – engaging administrators, teachers, and students in ways that increase awareness and interest in high-tech college degree programs and careers

In 2009, HP will select exemplary proposals from approximately 25 school districts across the US. This request for proposals is openly available to any public or accredited private school district or school system that serves at least 2000 secondary school (grades 6-12) students. Grants will be awarded on a competitive basis. Only one proposal per district will be accepted. Institution eligibility, proposal review considerations, application instructions, and key due dates are listed below. Proposals must be submitted online in English, no later than 5:00 p.m. Pacific Time on March 30th, 2009.

Description of the grant award

Each 2009 HP Innovation in Education award for secondary school districts in the US supports a district team of 4 administrators and 8 secondary school teachers to conduct pilot projects at 1 or 2 school sites. The grant, valued at more than $270K (list price), includes several elements:

- **Equipment for each of the 8 Participating Teachers:**
    - HP Tablet PC "convertible laptop" with extended life battery
    - HP dock with DVD drive
    - Digital Projector
    - A digital coupon for a free Snapfish photobook
      (http://www2.snapfish.com/storenewphotobooks)

- **Equipment for 4 Participating Administrators (district & school site):**
    - HP Tablet PC with extended life battery
    - Widescreen Monitor, dock with DVD drive, keyboard, and mouse

- **HP Digital Classrooms:**
    - **30 HP Tablet PCs, storage cart, and digital projector** – Tablet PCs are "convertible laptops" that include a digital pen for drawing directly on the screen. They are favorite among students and teachers who are engaged in teaching and learning subjects that are diagrammatic in nature, such as math, science, and engineering. See http://www.hp.com/hpinfo/grants/us/programs/tech_teaching/k12-results.html for examples of how K-12 educators are using tablet PCs to create engaging and powerful learning experiences. For additional reading, we recommend the paperback, "Tablet PCs in K12 Education", published by ISTE.org (ISBN 978-1564842411)

    - **30 HP Mobile Workstations, storage cart, and digital projector** – For the more computing power in a laptop configuration, HP mobile workstations support applications such as AutoCAD Inventor and other applications that support analysis and design.

    - **30 HP Mini-notes, storage cart, and digital projector** – HP mini-notes offer full laptop functionality in a learn-anywhere size.

    - **HP Mobile Calculating Lab** – Includes a classroom set of HP graphing calculators and selected probes & sensors, enabling math and science exploration and understanding

    - 3 **HP ProCurve** wireless access points

    - Two 24" wide format **HP DesignJet** printers for CAD drawings, data charts, presentation

posters, etc.; a wide variety of printer consumables

- Tier Two **HP Technical Support** (50 incidents prepaid)
- **DyKnow Software Suite** – One year, ASP service hosted by DyKnow for 72 computers. The DyKnow Software Suite creates a collaborative learning environment where learners are engaged through note-delivery technology, interactive tools, content playback, class capture, monitoring capabilities and anywhere-anytime access. The software's design allows for central server management and bandwidth optimization, reducing administrative requirements while allowing expansion for hundreds of computers to be connected at a time. See www.dyknow.com for more information.
- **Adobe Digital School Collection software** (Photoshop Elements, Premier Elements, Adobe Acrobat Professional, Adobe Contribute, and a teacher resource CD – 72 licenses)

- **HP Virtual Training Room** – Give learners live, interactive experiences from the classroom or where ever they have an internet connection. This award includes an institutional license that supports up to 10 concurrent users, 24x7 for 10 months. Each room supports remote presentation graphics, application sharing, audience interaction and polling, a video/webcam window for the presenter, Voice over IP audio, and more. See http://education.hp.com/hpvr for more information. By using the HP Virtual Training room, projects can incorporate synchronous online educational experiences such as:

  - Conduct webinars for/by students
  - Parent-teacher conferences
  - Remote participation by students who are ill or otherwise unable to come to school
  - Bring guest speakers virtually to class for career awareness
  - Conduct webinars or workshops for Faculty Professional Development

- **Leadership Development**
  - **HP Leadership Launch Conference, Houston, Texas** - Each school district that is selected to receive this award will be funded to send a Project Leadership Team of 5 participants to join together in Houston, Texas, for a "project launch" mini-conference led by the International Society for Technology in Education (www.iste.org). The five participants should include a key district administrator (such as the Asst. Superintendent of Curriculum and Instruction), the district IT director, a school site administrator, and 2 lead teachers who will be participating in using the technology in their classrooms
  - **HP Leadership Online Community** - Each school district's leadership team will participate in an online, facilitated community with other grant recipients across the US. This will enhance the strategic planning for your district and provide an opportunity to collaborate with and share promising practices with other school districts
  - **ISTE Mentor for Leadership Team** – ISTE will provide each district's Project Leadership Team with a mentor that works with the district throughout the first school year

- **Teacher Professional Development**

  This HP Innovation in Education grant includes several important professional development elements for the 8 participating teachers.

  - **PD Resources and Mentors from ISTE** - The International Society for Technology in Education (www.iste.org) will provide professional development resources and mentors for district's teaching team ($600 in resource credits for each of the 8 teachers). Participating teachers will work in an online environment to improve their skills and knowledge about

effective technology integration in teaching and learning and align their work with the National Educational Technology Standards (NETS) as they implement their projects. The professional development component of the grant award includes nine months of individual and group activities centered on the following components:

- Team project implementation and evaluation–Teams will work with their mentor to turn the project description into an action plan, including individual team member responsibilities and measures for gauging the impact of their project on teaching and learning.

- Individualized development plans–Participants will work with their mentor to develop their own learning plan, choosing resources offered through ISTE (books, articles, online courses, websites, etc.) that meet their specific goals and needs.

- Electronic portfolios– Participants will build electronic portfolios of their work, documenting their progress in implementing their project and the results of their learning activities.

- Action research, reflections and reporting--Teams will work with their mentors to reflect on the outcomes of their work midway through the nine months of activities and at the end, to examine how the team is progressing through its work and to develop next steps. These interim and final reflections will combine with the electronic portfolios to serve as interim and final grant project reports to HP.

- Online discussions--Participants will be able to connect with teams from across the U.S. and Canada to discuss common challenges, exchange best practices and learn from experts in the field of technology integration.

- **DyKnow "Getting Started" webinar** – To familiarize teachers with the use of DyKnow Vision software for engaging students and gathering real-time feedback, DyKnow will provide a "Getting Started" webinar

- **HP Mobile Calculating Lab Workshop** – To familiarize teachers with the use of HP graphing calculators, data logging, and probeware, the HP calculator team will host a one day train-the-trainer workshop to be held following the "Leadership Launch" event in Houston. This award will fund the two teachers who are attending the Leadership Launch to stay one additional day for this workshop.

- **National Education Computing Conference (NECC)**
  - **Participation in the NECC conference in June 2010** - this grant will fund travel and lodging so that two team representatives may present the first-year results of the project at a conference poster session that will feature all 25 US grant recipient districts

- **Cash grant totaling $9,000**, payable in two installments ($7,000 at the beginning of the project, and then $2,000 after the first project update report and video is submitted at the end of the first school year)

  - **$500 cash stipends** are to be provided to each of the eight participating teachers ($4,000 total) as an acknowledgment of the time and effort required to change instructional practice, and time spent meeting with the team of teachers involved in the grant project and engaged in professional development. The stipends will be awarded to the school in as part of the initial cash grant installment of $7,000, and must be distributed by the district to the teachers on the project team. Each teacher

can use the stipend for any purpose he or she chooses, and is not limited to use the stipend for grant project-related materials or activities. The stipend is subject to the standard financial policies of the school.

- **$5,000 cash award** for the project team to use to support the work of the project, payable in two installments ($3000 near the beginning of the project, upon completion of PD plans, and $2000 upon submission of the first project update report in the April timeframe). The funds can be used to:
  - Cover faculty time, offsetting the normal course load, or to share with other faculty and/or interns supporting the project
  - Produce a student-created short video "documentary" that describes how the project has changed student learning
  - Purchase additional project materials or equipment (like video equipment or curriculum materials)
  - Cover the costs of a public district-wide celebration event or reception at the beginning and/or conclusion of the first year of the project
  - Cover miscellaneous travel expenses related to attending conferences to disseminate best practices that emerge from the project

Note: The cash portion of this grant comes to the institution as an unrestricted cash award. HP will not allow the cash award to be used to finance indirect costs.

Eligibility requirements

This grant program is competitive - not all applicants will receive an award.

To be considered for a 2009 HP Innovation in Education grant for secondary school districts, participating education institutions must:

- Be a public school district or accredited private school system that serves a minimum of 2,000 secondary school students (students in grades 6-12 or 7-12, depending on how your district is organized; can include middle schools, junior high schools, and/or high schools)

- Be validated as compliant with US laws and regulations

- Be an organization that is consistent with HP's non-discrimination policies and practices. School organizations are not eligible if their primary mission is religious, sectarian, discriminatory, political, or if the organization discriminates on the basis of race, creed, religion, gender, national origin, sexual orientation, age, disability, or veteran status.

- Propose innovations that enhance learning in at least one of the following disciplines:
  - Pre-Engineering
  - Mathematics
  - Science
  - Computer Science

- Describe a project team that involves one or two school sites, and includes
  - The district administrator, such as the Assistant Superintendent of Curriculum and Instruction, who is responsible for teaching and learning throughout the school district; in a large school district, this person may be the Director of Secondary

Education, or some equivalent title
- The IT Director who serves the faculty and students across the school district
- A local school site administrator for each participating school site (up to 2 sites), such as the Principal or lead site administrator responsible for curriculum and instruction
- Up to 8 classroom teachers (from one or two school sites) who will be using the technology for teaching one or more of the eligible disciplines

- Have pre-approved the HP "Terms and Conditions" associated with HP grants

- Meet the minimum infrastructure requirements to support the use of the technology
  - Adequate infrastructure (electricity, buildings, internet access, etc.)
  - Existing or planned high-speed wireless computing environment
  - IT resources that will be committed to support the use of the granted equipment

Review criteria

To receive an award, a proposal must provide exemplary answers to the questions provided in the HP Request for Proposals. Criteria to be used to evaluate the proposals will include, but will not be limited to:

Primary criteria
- Proposal includes plans for innovation in all four dimensions: Leadership Capacity, Digital Learning Environments, the Student Design & Research Experiences, and High-Tech Career Awareness.
- An enthusiastic, committed, and complete project team
- Project proposals must:
  - Clearly describe **why** this project is important - what fundamental teaching and learning issues are being addressed through the project
  - Describe in **what** ways the granted HP technology will be used to address the issues expressed in the "why" question above.
  - Include **how** the "success" will be measured (e.g., have specific plans for measuring the success of the project in terms of student learning outcomes such as improved grades, increased enrollment and retention, improved performance on recognized tests, increased quality of student project etc.) in comparison with baseline data from the years prior to this project
    - Have specific plans for communicating the project outcomes, on campus and beyond
- The project contributes toward the attainment of the institution's vision and plans for broader deployment of mobile technology solutions in the learning environment

Only one proposal per school district will be accepted.

Preference will be given to education institutions that:
- Serve a significant proportion of under-represented, low income or otherwise marginalized populations of students
- Engage partner organizations
- Have a source of matching funds that will be applied to this project, should it be selected for funding
- Propose projects that increase the institution's capacity to offer project-based learning experiences for students engaged in community service (local or abroad). These programs are sometimes described as "service learning" or other programs where students experience the relevance and excitement of applying math & science principles to address real societal issues.

Grant recipient commitment (two years)

Innovation takes time, so receiving a grant of this size is a significant commitment on the part of everyone involved. While the technology and the professional development are provided in year one, the grant period is defined as two years, during which the project will be implemented, monitored and measured.

This grant of equipment and cash is awarded to the school district. The HP equipment is the property of that organization, to be used by district administrators, teachers, and students in the implementation of the proposed project.

By accepting the grant award, the organization and the identified participants make the commitment to:

- Complete the proposed grant project
- Assign one person on the team to be the primary point of contact for HP and ISTE; this person will be the responsible for communicating important grant-related information to the entire team
- Fully support the team of eight teachers to participate in the nine months of online professional development associated with the grant award, including interactions with the ISTE-assigned mentor
- Use and maintain all the equipment and software included in the grant award.
- Ensure that technical support will be available and responsive in a timely manner for the granted equipment, for loading software associated with the grant project, and for ensuring internet access in the classroom.
- Authorize teachers to remove the granted equipment from their classrooms as needed and to download files from the Internet.
- The active engagement of the district leaders in the ISTE leadership development events, including the Leadership Launch Conference (August 2009)
- Distribute the $500 stipends to each of the eight teachers participating on the grant project team
- Create a public webpage that describes the project

  - Title, abstract, contacts
  - Project rationale (why this project was chosen; what educational issues it is meant to address)
  - Implementation (changes in pedagogy; use of technology)
  - Impact (evidence collected documenting changes in teaching and learning)

- Create a brief video (5 min) "documentary" that shows the context and impact of the project; this can be student-produced or professionally produced
- Provide HP with private project update reports annually for two years, including responding to an HP web-based survey. The first report will be due in April 2010. Data requested will include:

  - The number of students impacted
  - The extent to which the project has impacted student learning (on a scale of 0–4), with a description of the evidence collected (open-ended text describing the outcomes measured)
  - The extent to which the project has impacted teaching (on a scale of 0–4), with a description of the evidence collected (open ended text describing the outcomes

measured)
- Unexpected outcomes and other comments
- Summary statement from key administrators
- Quotes from students and faculty
- Suggestions for how HP can enhance this grant initiative

- Send 2 representatives to participate in the NECC conference (June 2010), which includes an informal presentation poster session

- Abide by the HP Terms and Conditions that were accepted during the application process. Please reference the terms and conditions of gift that were sent to you during the application process.

Required elements of your proposal

Proposals must provide answers, in English, to the questions below. Answers will be submitted through a web-based system. Additional content and attachments will not be accepted. In the web-based system you will be asked to enter responses to the questions below directly into fields in the order shown. You may want to first compose your responses to these questions in a text file, then cut and paste the responses into the corresponding fields of the online grant application. Use plain ASCII text only (no special characters, please!).

Proposal overview

1. HP Reference – If an HP employee invited your district to submit a proposal, please indicate that employee's name and email address

2. HP Region – To help us easily organize proposals coming in from around the world, please indicate your "HP region" (for this RFP, select "USA" in the pull-down menu).

3. Project name - A brief title for your project.

4. Project executive summary (200 words maximum) - Provide a high-level overview of your project in an executive summary.

5. Number of Students impacted (number) – In the initial two years of your proposed project, approximately how students will be participating in the proposed project?

6. Number of Marginalized Students impacted (number) – In the initial two years of your proposed project, approximately how many of the participating students are considered low-income, under-represented, and/or marginalized?

7. Description of Students Impacted (100 words maximum) - Please provide any additional information that will help us characterize the students who will be impacted by your project

8. Course(s) impacted - Which course(s) will be impacted by this project?

Innovation Details

For examples of previously funded projects, see
http://www.hp.com/hpinfo/grants/us/programs/tech_teaching/k12-results.html

For 2009, competitive proposals will address four areas of innovation:

- **Leadership Capacity** – creating a network of school administrators and key teachers who implement innovative approaches to curriculum, instruction, and the use of technology to enhance math/science learning
- **Digital Learning Environments** – using technology to fundamentally redesign the learning experience in ways that lead to increased student engagement and academic success; can include innovations in online learning, virtual worlds, gaming for learning, and simulations
- **The Secondary Student Design & Research Experience** –making math and science real and relevant by involving secondary students in design and research challenges that address real needs in society; can include local and/or global service learning
- **High-Tech Career Awareness** – engaging administrators, teachers, and students in ways that increase awareness and interest in high-tech college degree programs and careers

9. Describe why this grant is important to your institution (500 word maximum); include the learning, teaching, and leadership challenges facing your school district that will be addressed through the proposed project.

10. Describe the innovations your project proposes to explore or expand (700 word maximum). Provide examples of how your project will enhance Leadership Capacity, Digital Learning Environments, the student Design & Research Experience, and Career Awareness. Include a description of the changes you anticipate in how faculty teach and students learn. If your proposal includes aspects of service learning, please describe them here.

11. How will the technology provided through this grant be used to support these innovations? (500 word maximum)   What other technology will be incorporated in the innovation work, if applicable?

12. How are you going to measure the results of this project? (500 word maximum) Describe the outcomes you intend to monitor that support the academic learning & teaching challenges mentioned earlier in your proposal. Helpful resources on measurement and evaluation are available at http://www.iste.org/research/planning.

13. Provide a timeline for project completion with periodic milestones and celebration dates identified. (200 words maximum) The project timeline should commence when the hardware is delivered and continue for 24 months (two academic years). HP requests that each project team report results annually for two years, though we hope to stay in touch for years to come.

Project Team

The 2009 HP Innovation in Education secondary school grants are designed to be a catalyst for enhancing math, science, computer science and engineering courses. To that end, HP seeks proposals that include **8 teachers and 4 administrators** who are responsible for the design and implementation of the secondary school learning experience. This should include the school district's key administrator responsible for curriculum and instruction (e.g., for a medium-sized school district, this could be the Assistant Superintendent for Curriculum and Instruction), an IT director responsible for supporting the instructional technology needs of the school district's students and faculty, site administrators (e.g., Principal) and teachers who will be using the technology that is provided by this grant.

While a district's team may be more extensive, we only need the contact information for

the 8 teachers and 4 administrators who will be funded by this grant.

14. Team Leader - Please select one person to be the primary contact for communications from HP and ISTE. This person can be a teacher or administrator, and must have direct email access to all participants. For this individual, please provide the following contact details: Full Name, title, address, phone, fax, e-mail.

15. Lead Administrator for curriculum and instruction – For the participating district administrator responsible for curriculum and instruction, please provide the following contact details: Full Name, title, address, phone, fax, e-mail.

16. Lead IT Administrator - For the participating district administrator responsible for Information Technology, please provide the following contact details: Full Name, title, address, phone, fax, e-mail.

17. Other Project Participants - Describe the additional teachers and administrators (not already listed above) who will be active participants in the proposed project. Include each person's name, title, email address, and the role they will play on the project team.

Administrative support and approval

18. Approving Administrator – Please provide contact information for the "executive sponsor" or key administrator from your institution who is authorized to approve the acceptance of this grant, should your proposal be selected - Name, title, address, phone, fax, e-mail.

19. Statement of support from key administrator(s). Initial and ongoing project success depends on the active support and involvement of district leaders. Please indicate what type of support (financial or otherwise), leadership and involvement will be provided by the administrator. Indicate what campus funding, services, or matching resources will be committed to this project, should it be selected; also indicate what support will be provided to ensure the long-term success of the project, beyond the two year grant period.

20. Assurance of eligibility – Does your institution meet the eligibility requirements stated in this RFP? (ref: pages 5-6)

21. Assurance of commitment – Is your institution prepared to fulfill the grant recipient commitments described in this RFP? (ref: pages 7-8)

22. Approval of HP terms and conditions - Do you, as an authorized school district administrator, approve the HP terms and conditions? To be considered for a grant, an authorized campus administrator must accept the HP terms and conditions of gift prior to the submission of the proposal. Please reference the HP terms and conditions of gift provided by HP for the US

23. Approval of HP Privacy terms and conditions - Please confirm that you understand HP's data privacy policies (http://www.hp.com/hpinfo/globalcitizenship/privacy/masterpolicy.html), and agree that the information your school has provided may be used by HP to send you information related to this grant application and other HP Philanthropy related programs.

Institution Information

24. Institution Legal Name – Official school district name, mailing address, phone, fax

25. Institution mission statement - Describe the mission of the institution

26. Students served - Please enter the total number of secondary students (middle school, junior

high, and high school) served by your school district

27. Student Ethnicity (US Only) - Indicate the percentage of students at your school by ethnicity (percentages must total 100%). Categories are African American, Asian/Pacific Islander, Caucasian/White, Hispanic, Native American, Other.

28. Institution tax ID number - Tax number appropriate for your country. (For example, in the U.S. this is a 9-digit number formatted XX-XXXXXXX)

29. NCES number (US Secondary School Districts only) – This is the 7 or 8 digit District ID registered with the National Center for Education Statistics http://nces.ed.gov/globallocator

30. Tax exempt? ☐ Yes   ☐ No   If tax exempt, HP may request additional documentation

31. Shipping instructions - Shipping contact's name, phone, fax, e-mail, shipping address for equipment delivery. A physical address, capable of receiving multiple pallets of equipment, is required; no P.O. boxes please! All equipment will be delivered to one drop-point at the school district; redistribution of equipment is the responsibility of the school district.

Key Dates

- Online web-based proposal submission system opens **early March, 2009**. Visit http://grants.hp.com at that time to access the online submission system.
- Proposal submission deadline: **March 30th, 2009 @ 5:00 pm Pacific Time.**
- Notification of recipients: HP will make award announcements no later than **May 15th, 2009.** A link to the list of institutions that have been funded will be online at http://grants.hp.com

About HP

HP, the world's largest technology company, simplifies the technology experience for consumers and businesses with a portfolio that spans printing, personal computing, software, services and IT infrastructure. Global citizenship is HP's comprehensive commitment to hold ourselves to a higher standard of integrity, contribution and accountability, helping us balance and align our values and business goals with our impact on society and the planet. We aim to enrich the quality of life for people and communities around the world to be a force for positive and lasting change. Our areas of focus include ethics and compliance, environmental sustainability, privacy, human rights and labor practices and social investment. Learn more about HP's commitment to global citizenship at www.hp.com/hpinfo/globalcitizenship/. More information about HP (NYSE: HPQ) is available at www.hp.com.

For further information

- For answers to specific questions about the HP Innovations in Education grant program or application process, contact hpiie@iste.org
- For general information about HP Global Social Investments, visit http://grants.hp.com
- Examples of previously funded K-12 education projects are available at http://www.hp.com/hpinfo/grants/us/programs/tech_teaching/k12-results.html
- For ongoing news and examples about education technology, you may also subscribe to our blog, "Teaching, Learning, and Technology in Higher Education" www.hp.com/go/hied-blog for descriptions of emerging best practices and pointers to other information related to technology in and beyond the classroo