HP Technology for Teaching Grant Initiative

2008 K–12 Request for Proposal

United States and Puerto Rico

Transforming teaching and learning through technology

Introduction and goals

HP believes that technology, when used effectively in teaching, can make a positive difference in student learning. We believe that teachers can make this positive difference happen when they receive professional development in using technology in their teaching and work in teams to support each other.

The HP Technology for Teaching Grant Initiative is designed to support innovative and effective uses of technology in the classroom setting. In 2008, HP will grant awards to K–12 public schools that are using a collaborative, team-based approach to implementing technology integration projects. The activities of the project must be focused on using technology to teach, rather than on teaching students to use technology. The value of the grant award to each school is approximately $40,000. Based on the outcomes of those projects, some recipients may have the opportunity to receive additional, higher-value grants from HP in 2009.

The HP Technology for Teaching Grant is targeted to K–12 public schools in the United States, including Puerto Rico. HP will select teams of five teachers from approximately 110 schools to receive the equipment and professional development support they need to effectively integrate technology into their instruction. Preference will be given to projects that address mathematics and/or science. Preference will also be given to schools that serve a high proportion of low-income students, relative to their district or state's free and reduced price lunch percentages.

A successful application for this grant includes proposing a specific technology integration project with a theme or focus that unifies the efforts of the teachers and the classrooms involved in the project with common goals and outcomes, not a proposal for a general effort to integrate technology. The teams of five teachers that apply for this grant award must be formed in a way

that supports the goals of their proposed technology integration projects. Examples include, but are not limited to: a group of teachers teaching the same subject at a high school; a group of teachers across one grade level at an elementary school; a group of middle school teachers integrating the teaching of science or mathematics with other academic subjects. The project should be one that can be repeated in future years and/or expanded to a larger, more systemic level in the school.

Proposals must be completed in an online grant application system accessible after Tuesday, January 8, 2008 via the HP Technology for Teaching website at www.hp.com/go/hpteach and submitted no later than 5:00 p.m. Pacific time on Thursday, February 14, 2008.

Description of the award

The 2008 HP Technology for Teaching Grant award for K–12 schools includes several elements.

Each of the five teachers on the school's project team will receive:
- An HP Compaq Notebook/Tablet PC with Microsoft® Vista Business Tablet PC Edition with OneNote (http://h10038.www1.hp.com/taw_detail.asp?fid=171&agencyid=136)
- A multimedia projector
- An HP digital camera
- An HP Officejet printer, scanner, copier
- Photo book provided by Snapfish (www2.snapfish.com)-HP's online photo service
- A $500 stipend
- Customized online professional development opportunities to support the use of technology in their teaching and support from a mentor with experience integrating technology in the K–12 environment

In addition, the school represented by the project team will receive an HP Designjet for shared use by members of the project team and other teachers at the school.

The total value of the award to each school selected will be at least $39,000. Each school will receive the same grant award (no product substitutions will be made), to ensure all grant recipients can benefit from sharing best practices associated with the same equipment solution. Specific product models will be determined at the time the grant is awarded.

Stipends
A stipend of $500 will be awarded to each of the teachers 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 the form of a cash grant of $2,500, and must be distributed by the school 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.

Professional development
HP is partnering with the International Society for Technology in Education (ISTE www.iste.org) to provide professional development for teams participating in the HP Technology for Teaching grant program. Participants 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 and mentoring 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.

The professional development activities will begin in May/June 2008 and extend through April 2009. During the peak periods of September through November and January through April, each team member should plan to spend an average of two to four hours per week on the professional development activities.

Eligibility requirements

To receive the HP Technology for Teaching Grant for K–12 schools, schools must:
- Be a K–12 public school in the United States (including Puerto Rico).
- Have been open and operating as a school beginning no later than the 2005–06 school year
- Have the physical and technical infrastructure at the school to support use of the Internet in classroom instruction. Requirements include:
  - Local Area Network installed in the school, with at least one network data port and two electrical outlets available in each classroom where a teacher on the project team will be teaching.
  - Technical support in the building or in the district available to provide support and maintenance of granted products.
- Certify administrative support for implementation of the proposed grant project.
- Form a team composed of five full-time, certified teachers (or teachers working under an emergency credential) who are employees of a single school and spend the majority of their time during the school day leading class instruction directly with students (not one-on-one or tutorial interaction).

Note: Since the activities of the grant project must be focused on using technology to teach, rather than on teaching students to use technology, the team may include no more than one technology teacher.

Some schools that have previously received the HP Technology for Teaching Grant from HP may not be eligible to receive the HP Technology for Teaching Grant in 2008. For a list of schools that are not eligible to receive the grant in 2008, please visit www.hp.com/go/hpteach.

Grant recipient commitment

This award of equipment, cash and professional development is awarded to the school, on behalf of the project team. The HP equipment is the property of the school, and is to be used by the project team members for implementation of the proposed project and in their teaching practice, for as long as they are employed by the school. A cash grant of $2,500 will be awarded to the school for distribution to the five teachers on the project team in the amount of $500 each. The stipend is subject to the standard financial policies of the school.

By accepting the grant award, the school, its administrators, and the teachers designated as team members make the commitment to:

- Implement the proposed project.
- Fully support the team of five teachers to participate in the nine months of online professional development associated with the grant award.
- 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.
- Assign one of the five teachers on the team to be the project lead for the grant. The project lead will be responsible for coordinating all communication with and reporting to HP and ISTE, and will contact HP and ISTE if the team membership changes during the project implementation period.
- Report periodic progress and project results to HP. Final report will be due in April 2009.
- Distribute the $500 stipends to each of the five teachers participating on the grant project team.
- Accept HP's Grant Terms and Conditions. For more information, visit www.hp.com/go/hpteach to see the terms and conditions.
- Submit update reports to HP once per year for up to two years. Reports will include:
  - Title, abstract, contacts
  - Project rationale (why this project was chosen; what educational issues it is meant to address)
  - Implementation (use of technology)
  - 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)

- Measurement of impact on student achievement—evaluate by comparing student achievement in classes impacted by HP grant versus the same class in previous years or in a similar class that is not part of the HP grant project
- 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
- Photos, where permissible, accompanied with photo release forms

The results of the project may be shared publicly and within HP.

Review criteria

Key criteria used to evaluate proposals include:

- Impact of the proposed project on teaching and learning, and plan for measuring growth in student content knowledge and skills compared with a "control" group (growth in student content knowledge and skills in the same class in previous years or in a similar class that is not part of the grant effort)
- The proposed project has a theme or focus that unifies the efforts of the teachers and the classrooms involved with common goals and outcomes that span the teachers and classrooms
- Plan for use of technology to teach, rather than on teaching students to use technology
- The degree to which the project goals align with larger school goals for learning and technology
- Team composition and plan for collaboration
- Evidence of administrative and technical support

Preference will be given to schools that:

- Propose a project that addresses mathematics and/or science
- Have a high percentage of students that qualify for free and reduced price lunch, relative to district or state free and reduced price lunch percentages. There are no specific thresholds for free and reduced lunch; this preference is given relative to the school and its district and state percentages.

Submitting your proposal

If you feel you meet the eligibility requirements and are willing and able to fulfill the grant recipient commitments associated with this grant, please respond to this request for proposal (RFP) by entering your answers in an online grant application system accessible after Tuesday, January 8, 2008 via the HP Technology for Teaching website at www.hp.com/go/hpteach by 5:00 p.m. Pacific time, on Thursday, February 14, 2008.

Further information regarding the format and process for submitting your proposal can be found

at the HP Technology for Teaching website at www.hp.com/go/hpteach. The online application system will open on Tuesday, January 8, 2008. In the online application you will be asked to enter responses to the following questions 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.

Please note that for some questions there are a maximum number of words accepted for the answer, and that special formatting such as bullets, bold/italics/underlining will not transfer into the application system. Please answer each question fully so that the reader does not need to refer to other parts of your proposal to understand your response. For example, avoid statements such as "see our response to question X…"

Required elements of your proposal

Project description

1. Project name

2. Describe your project, including the theme, key activities of both teachers and students, and how you would use the technology that would be awarded through the grant. (250 words)

3. Grade level(s) of students impacted by your project

4. Number of students that will be impacted in the first year of your project implementation

5. Subject area(s) included in the project

6. If applicable, please be specific about how math and/or science will be a part of the project. (150 words)

7. Project time frame: All reporting associated with this grant will be due in April 2009. Your project can extend beyond that point, but be sure that you can describe impact on teaching and learning within the April time frame.

    a. What is the approximate date during the 2008–09 school year that your project will begin actively engaging students?

    b. What is the approximate date during the 2008–09 school year that your project will finish actively engaging students?

    c. How can this project be repeated beyond the 2008–09 school year and/or expanded to a more systemic level, involving more teachers and classrooms?

8. What will your students know and be able to do by the end of this project? (Focus these comments on student content area knowledge and skills, not on student technology skills.) (300 words)

9. Describe how you will measure the impact of this project on student learning in the classroom, and what group will you use as the "control" group. (The control group should be students in the same class in a previous year or students in a similar class not part of the grant project effort, who have taken or will take the same assessments as the students in the project-related classrooms, so that you can compare growth in content knowledge and skills.) Remember that you must be able to report and document some impact by mid-April 2009. If your plan to measure impact includes data that will not be available until after April, you will also have the opportunity to submit supplemental reports at a later point.

However, selections for further funding will be based on the information submitted in April 2009. (150 words)

10. Describe how you will use the granted technology to support the teaching process (rather than teaching students to use technology). Please give at least three examples. The technology included in this grant award has unique capabilities, particularly the Tablet PC, which permits the user to write with a stylus to take notes or annotate slides and/or to navigate through touching the screen, instead of the traditional keyboard and mouse. Successful proposals will describe instructional activities that make use of these unique features, as well as the rest of the equipment included in this grant award. To learn more about the HP Tablet PC please visit: (http://h10038.www1.hp.com/taw_detail.asp?fid=171&agencyid=136 (300 words)

11. Describe how you will measure the impact of this project on the teaching process (vs. the impact on the students which you will cover in the next question). (150 words)

12. Summarize your project activities and expected impact on students. (This will be used in communications about the grant program, should your proposal be accepted for funding.) (40 words)

Project team

13. Please describe how having these five teachers working together contributes to the project's success. This project requires close collaboration, so it is important to focus on how the team that is coming together will collaborate to ensure the success of the team's project. This could include aspects such as the subjects and/or grade levels taught, the complementary skill sets and experiences of the teachers, etc.

14. Describe how your team will ensure that successful collaboration takes place. This could include plans for meeting regularly, designing project activities together, ongoing communication, ways of evaluating progress, etc. (150 words)

15. Please provide information about each of the five teachers on your proposed project team, including:

    a. Is this contact the Team Leader, or one of the 4 team members? The Team Leader will serve as the project lead who will be responsible for coordinating all communication with and reporting to HP and ISTE, including an alternate telephone number where he or she can be reached throughout the calendar year.

    b. Contact information (name, title, e-mail address[es] that are checked throughout the calendar year, and daytime telephone number)

    c. Whether he or she is a full-time, certified teacher (or working under an emergency credential)

    d. Percentage of time during the school day that each teacher spends leading class instruction directly with students, not in one-on-one or tutorial interaction

    e. Role when instructing students (teacher, teacher's aide, specialist, etc.)

    f. Subjects and/or grade levels taught by each teacher

    g. Prior experience with technology, specifying the hardware, software and operating systems (100 words)

    h. Whether each teacher understands the parameters and time commitment required by the professional development associated with the grant (see the "Professional

School information

16. School name, address, telephone and fax numbers, and web address (if applicable)

17. School district name

18. Number of schools in the district

19. Equipment delivery address including a name, telephone and fax numbers, and e-mail address for a delivery contact that will be available to accept the delivery of the granted equipment through the middle of June. A physical address is needed to deliver HP equipment (no P.O. boxes, please).

20. Grade levels served by the school (choosing between elementary, middle, high, combined elementary and middle, combined middle and high, K–12, and other)

21. School's mission statement (100 words)

22. Provide a brief description of your school. In the proposal submission system you will also be asked to specify the type(s) of school it is (e.g., neighborhood public school, magnet school, charter school, school-within-a-school, adult education, rural, urban, etc.) (100 words)

23. School's total enrollment

24. 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.

25. a. Provide the percentage of students who qualify for free and reduced price lunch at your school and
    b. The average percentage for your district

26. School's EIN number, also known as a Federal Tax Payer ID number. This is a 9-digit number formatted XX-XXXXXXX. If you do not know your school's EIN number, please contact your school or district finance department for assistance.

27. School's 12-digit NCES number. If you do not have the number for your school, you may look it up at http://nces.ed.gov/globallocator

28. Please indicate:
    a. The expected date of the last day of your school's 2007–08 academic year
    b. The first day of your school's 2008–09 academic year

29. As part of the grant application process, you will be asked to assess your school relative to statements adapted from the Education Technology Essential Conditions self-assessment developed by ISTE. Your answers to questions about a) shared vision, b) equitable access, c) professional development, d) technical assistance, e) assessment and accountability, f) community support, and g) support policies, will provide background information for grant reviewers and team mentors, should your proposal be accepted. Please answer honestly, as HP is interested in teams that are at various stages along the continuum. If you are awarded a grant, this information also helps us understand how to best support you with professional development. To see these questions prior to beginning the online application process, please visit the K–12 section of the HP Technology for Teaching website at

http://www.hp.com/hpinfo/grants/us/programs/tech_teaching/hp_iste_essential_conditions.pdf where you can download a document file.

30. If there is anyone in addition to the project lead who should be copied on e-mail message notifying your team of the status of your grant application when decisions are made on May 1, provide the contact information (including name, title, e-mail address and telephone number) for up to two individuals.

Administrative and technical support

To ensure that the team will be able to take advantage of the technology and professional development associated with this grant, administrative support is critical. Each team is required to have an administrative sponsor for their project. Please select an administrator at the school who will ensure that the support for project implementation, technical support and infrastructure are in place to be your administrative sponsor. This could be the school's principal, head of a department in a large school, district technology coordinator or superintendent of a small district. This administrator should be someone with responsibility that includes all the areas described above and who is officially authorized to accept the grant from HP on behalf of the school. He or she should also be able facilitate the distribution of the $500 stipend to each team member.

The administrative sponsor must answer questions 31 through 37.

31. Contact information for the administrative sponsor (name, title, organization/school name, address, telephone number, and e-mail (preferred address that is checked frequently and is available throughout the year, even when school is not in session)

32. As the administrative sponsor, please certify your agreement to:

    a. The Grant Recipient Commitments shown on page 4.

    b. The HP Grant Terms and Conditions. To be considered for this grant award, an authorized campus administrator must accept the Grant Terms and Conditions at the time of proposal submission. You may access the Grant Terms and Conditions at www.hp.com/go/hpteach.

    c. The 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.

33. Have you read the grant proposal?

34. If your school receives the grant award, what will you do to ensure the success of the project beyond ensuring that technical support is available? (100 words)

35. How does the proposed project relate to your school's goals for learning and for technology integration? (150 words)

36. Your network system administrator may need to take steps to ensure that e-mail messages from HPTechnologyForTeaching@hp.com are not impacted by your school's spam filter. Have you contacted your network system administrator to make certain that messages from this HP e-mail address reach your campus? If your team members are providing personal e-mail addresses, please also be sure they can receive messages from this e-mail address.

Deadline for submission

Your proposal must be completed online and submitted via the online application system accessed through www.hp.com/go/hpteach no later than Thursday, February 14, 2008, at 5:00 p.m. Pacific time.

Notification of recipients

HP will make award announcements no later than May 1, 2008, and post a list of schools that have been funded at the HP Technology for Teaching website at www.hp.com/go/hpteach. All schools will be notified of their status via e-mail by May 1, 2008. Please contact your system network administrator to take steps to ensure that e-mail messages from HPTechnologyForTeaching@hp.com are not impacted by your spam filter.

About HP

HP is committed to being a leader in global citizenship. We are proud of our efforts as global stewards, helping to reduce environmental impacts, raise standards in HP's global supply chain and increase access to information technology worldwide. We conduct our business with uncompromising integrity and strive to live up to every one of our commitments to our customers, partners, employees and shareholders. Furthermore, we believe that global citizenship is good business. We embrace our responsibility to society by being an economic, intellectual and social asset to each country and community in which we operate.

HP focuses on simplifying technology experiences for all of its customers – from individual consumers to the largest businesses. With a portfolio that spans printing, personal computing, software, services and IT infrastructure, HP is among the world's largest IT companies, with revenue totaling $100.5 billion for the four fiscal quarters ended July 31, 2007. More information about HP (NYSE: HPQ) is available at http://www.hp.com.

For further information

Visit the HP Technology for Teaching Grant website at www.hp.com/go/hpteach. If your questions are not addressed in the Frequently Asked Questions area, you are welcome to submit your own question through the online form available on that web page.