



[www.palmgrants.sri.com](http://www.palmgrants.sri.com)

## **Palm Education Pioneer Grant Application Guidelines**

### **Eligibility**

All proposals must be submitted by a teacher in a K-12 school in the fifty United States. We especially encourage applications from teachers who are collaborating with research projects or school of education programs.

### **Program Requirements**

#### **Equipment**

- Students and teachers must be the primary users of the hardware. Awardees may assign a Palm handheld computer to each student or may have a classroom set of Palm computers that students share.
- Most grants will equip one class with a complete set of Palm computers. Each proposal may also include a small number of Palm computers for the teacher, a technology coordinator, and/or research partners. Applicants who request more than one set of Palm computers should clearly demonstrate the need for additional units.
- The most commonly awarded handheld computer will be the Palm m100. Specific requests for other models may be made; proposals should demonstrate the need for them. Requests for specific models may or may not be accommodated.

#### **Participation and Recognition**

- Awardees will participate in SRI International's PEP program evaluation. The goal of the evaluation is to gather information about teachers' and students' experiences and outcomes with Palm handheld computers. Awardees will conduct evaluations specific to their own project and will participate in general program evaluation conducted by SRI personnel. Signed consent forms must be received at SRI International before grant applications will be considered complete. Teacher and student time requirements for the program evaluation will be minimal. Awardees will submit brief reports on their own project evaluation to SRI each semester of implementation.



- Some awardees will be invited to participate in PEP workshops (for a maximum of 5 days over 24 months). All travel and lodging expenses will be paid by Palm, Inc.
- Teachers who are awarded grants will have their projects described on the PEP program Web site. Some highly successful and innovative projects may receive additional recognition at educational conferences.
- Only schools in the fifty United States are eligible to participate in the PEP program.

### **Administrative Approval and Certifications, and Consent Form**

Each proposal must be approved by an administrator who is able to certify and authorize:

- Your employment at your school
- Your acceptance of a hardware grant
- Release time, up to 5 days, upon request, for your attendance at PEP meetings (all travel and lodging to be paid for through the PEP program)

The site administrator should be aware that SRI may seek parental permissions for the following:

- Release of student data for SRI's program evaluation, upon request
- Classroom observations by the SRI evaluation team, upon request

We also require that you submit your own signed certification that your proposed project will not interfere with regular instructional goals.

At the end of the application process, two documents will be automatically generated: (1) an Administration Certification Letter, and (2) a consent form. The Administration Certification Letter must be signed by a site administrator who can certify your employment, approve your participation in the program, and authorize release time. The consent form must be signed by you, indicating your consent to participate in the evaluation study if you are awarded a PEP grant. Both documents must be received at the following address within one week of the application deadline:

Palm Education Pioneers  
Attn: Phil Vahey  
SRI International  
333 Ravenswood Ave  
Menlo Park, CA 94025



## Selection Criteria

Applications will be reviewed according to the following criteria.

- Completeness:** All requested information and approvals must be received by the application deadline. Applications that are missing information by the deadline will not be considered.
- Clarity:** Descriptions of learning activities, curriculum, learning goals, and evaluation components must be clear and succinct.
- Benefits:** Are the unique features of handheld computers demonstrated? Is there a distinct benefit for students and/or teachers in using handheld computers as opposed to some other technology?
- Evaluation:** The evaluation plan should be simple, easy to implement, and appropriate to the goals of the project. Will the data collected for evaluation be appropriate to the evaluation questions to be answered? Will the evaluation results provide clear information about the project activity and outcomes?
- Feasibility:** Is the timeline for project implementation realistic? How many semesters will the project be put into action? Are the logistics feasible? Does the applicant have sufficient resources to implement the project?

## Application Form Preview

This section contains a preview of the application forms. We recommend that you take time to review this section and draft your submission before beginning the online submission process.

All proposals must be submitted through this Web site. Because proposals will be entered as Web forms, no pictures or diagrams can be included in the applications.

If you have completed your proposal draft, the submission process should take under 20 minutes. After you enter each page of information, remember to press the “next” or “submit” button to enter your information into our database.

Project proposals must include a detailed plan for innovative use and a description of the expected educational benefits. Important educational goals should be addressed. Proposals should reference national-, state-, or district-level standards, frameworks, or curricular goals, as appropriate.

Project proposals must also include an evaluation plan. The Palm Education Pioneer Web site ([www.palmgrants.sri.com](http://www.palmgrants.sri.com)) contains resources for designing your evaluation, including an evaluation design template and a sample evaluation.



### **Step 1: Applicant Information**

- Proposal title: A short title that accurately describes your proposed project
- Main contact: The primary teacher contact for the proposal
- School name & address
- Grade(s) targeted (Primary, Intermediate, High School)
- School type: urban, suburban, rural; public/private; charter/magnet/community; size (can be approximate)
- Other demographic information (ethnicity, free/reduced lunch, ESL groups) (demographic profile of class can be approximate)
- The name of any other teachers involved in this PEP grant (if any)
- Authorized administrator name and title

### **Step 2: Project Information**

- Number of students that will be involved in your project (a) per semester, and (b) over its entire duration (estimated)
- Number of Palm units requested, and another other hardware requests (note that other hardware requests may not be fulfilled).
- Target subject areas addressed (if applicable):
  - Math
  - Science
  - Language arts
  - Social studies
  - Other (provide an appropriate description)
- Focus area:
  - Assessment
  - Curriculum
  - School-to-home communication
  - Other (provide an appropriate description)
- Research partner: The name and affiliation of any research partners that will participate in this effort, if any.



- Specific start date for your project (may be tentative).

### **Step 3: Project Description**

- Provide a clear description of your anticipated use of handheld computers, in 3 to 5 paragraphs. Describe instructional activities, curriculum, software applications (if relevant), any other technologies involved, the specific instructional strategies you will use (if appropriate), and the specific ways that handheld computers will be used in your project.
- Indicate the specific learning goals for your project (if appropriate). Be sure to reference any national-, state-, or district-level standards, frameworks, or curricular goals, as appropriate.
- Indicate the primary objectives of your project (if different from learning goals, above).
- Indicate the timeline for project activity. Indicate the timing of all major activities associated with your project, which could include: planning, testing, implementation of specific activities, collecting evaluation data, revising, second round of implementation, analysis of evaluation feedback, reporting.

### **Step 4: Project Evaluation**

- Give a clear, concise description of your evaluation plan (see evaluation information for help in creating your evaluation plan). Your plan should be simple, focused, and appropriate to the specific goals of your project. Do not collect data (e.g., standardized test data) that is not directly linked to project activities. Your plan should include:
  - Specific evaluation questions (questions about project implementation and outcomes)
  - Specific indicators and measures you will use to evaluate project success
  - Specific data collection methods you will use
  - The timeline for evaluation data collection
  - Describe how you will use evaluation findings to improve your project.

### **Contact information**

- Please visit our Web site at [www.palmgrants.sri.com](http://www.palmgrants.sri.com)
- For general questions about PEP, please email us at [PEPhelp@palmgrants.sri.com](mailto:PEPhelp@palmgrants.sri.com)
- For questions about evaluation, please email us at [PEPeval@palmgrants.sri.com](mailto:PEPeval@palmgrants.sri.com)
- For technical questions, please email us at [PEPtech@palmgrants.sri.com](mailto:PEPtech@palmgrants.sri.com)