Affordable Materials Grants, Round 21:

Continuous Improvement Grants

(Spring 2022-Spring 2023)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file is for offline drafting and for our review processes. Submitters must use the online Google Form for proposal submission, including uploading this document.
* The only way to submit the official proposal is through the Google Form. The link to the online application is on the [Round 21 RFP Page](https://www.affordablelearninggeorgia.org/about/rfp_r21).
* The italic text provided below is meant for clarifications and can be deleted.

The Round 21 Kickoff will include an asynchronous training module, required for all team members to complete, followed by the synchronous Kickoff Meeting on March 25, 2022 from 1pm-4pm. At least two team members from each awarded team (unless the award is for one individual) are required to attend the synchronous Kickoff Meeting.

# Applicant and Team Information

*The* ***applicant*** *is the proposed Project Lead for the grant project. The* ***submitter*** *is the person submitting the application (which may be a Grants Officer or Administrator). The submitter will often be the applicant—if so, just leave the submitter blank.*

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| --- | --- |
| Requested information | Answer |
| Institution | Kennesaw State University |
| Applicant name | Hossain Shahriar |
| Applicant email | [hshahria@kennesaw.edu](mailto:hshahria@kennesaw.edu) |
| Applicant position/title | Associate Professor of Information Technology |
| Submitter name | Hossain Shahriar |
| Submitter email | [hshahria@kennesaw.edu](mailto:hshahria@kennesaw.edu) |
| Submitter position/title | Associate Professor of Information Technology |

Please provide the first/last names and email addresses of all team members within the proposed project. Include the applicant (Project Lead) in this list. Do not include prefixes or suffixes such as Ms., Dr., Ph.D., etc.

|  |  |  |
| --- | --- | --- |
| Team member | Name | Email address |
| Team member 1 | Hossain Shahriar | [hshahria@kennesaw.edu](mailto:hshahria@kennesaw.edu) |
| Team member 2 | Chi Zhang | [czhang4@kennesaw.edu](mailto:czhang4@kennesaw.edu) |
| Team member 3 | Ying Xie | [yxie2@kennesaw.edu](mailto:yxie2@kennesaw.edu) |
| Team member 4 | Maria Valero | [mvalero2@kennesaw.edu](mailto:mvalero2@kennesaw.edu) |
| Team member 5 | Donald Privitera | [dprivit2@kennesaw.edu](mailto:dprivit2@kennesaw.edu) |

If you have any more team members to add, please enter their names and email addresses in the text box below.

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# Project Information

| Requested information | Answer |
| --- | --- |
| Type of Project | * ***Revision of open educational resources (OER) used in existing courses*** * *Creation of ancillaries for existing OER courses* * *Replacement of current OER in courses with new/better OER* * *Other* |
| Requested Amount of Funding  *$10,000 maximum total award per grant* | *$10,000* |
| Course Titles and Course Numbers | IT 3123 Hardware/software Concepts  IT 3503 Foundations of Health Information Technology  IT 4733 Big Data System Administration  IT 4823 Information Security Administration  IT 4893 Internet of Things |
| Final Semester of Project | * Spring 2023 |
| Currently Existing Resource(s) to be Revised/Ancillaries Created  *Please provide a title and web address (URL) to each of the currently existing resources that you are revising, creating new ancillary materials for, or replacing. If replacing, please include a title and web address (URL) to the new OER as well.* | IT 3123 Hardware/software Concepts; URL- <https://oer.galileo.usg.edu/compsci-collections/26/>  IT 3503 Foundations of Health Information Technology; URL- <https://oer.galileo.usg.edu/compsci-collections/14/>  IT 4733 Big Data System Administration; URL- <https://oer.galileo.usg.edu/compsci-ancillary/40/>  IT 4823 Information Security Administration; URL - <http://ksuweb.kennesaw.edu/~hshahria/ALG-R13/IT4823/IT4823.html>  IT 4893 Internet of Things; URL - <https://oer.galileo.usg.edu/compsci-ancillary/41/> |

# Project Goals

*In at least one paragraph, describe your project’s goals and what materials will be created or revised.*

The Department of Information Technology at Kennesaw State University (KSU) has taken department-wide efforts to adopt open educational resources (OER) in both undergraduate and graduate courses and housing both Z-Degrees since 2020. Many thanks to strong support from Affordable Learning Georgia (ALG), all of the courses from BSIT program now have replaced their textbooks with no-cost-to-student OER learning materials. Information technology is an ever-changing field; it is very important to keep our courses updated. The degree program periodically undergoes curriculum revision every three years. Out of this, we are planning to update 5 courses many of them have been updated more than 2 years ago and need to be aligned with current industry best practices and trends as follows:

* IT 3123 Hardware/software Concepts
* IT 3503 Foundations of Health Information Technology
* IT 4733 Big Data System Administration
* IT 4823 Information Security Administration
* IT 4893 Internet of Things

As part of our department ALG strategic plan, we propose to create OER materials for these five courses to keep up the BSIT Z-Degree. Our assigned faculty to develop these courses have already identified the preliminary sources based on the learning objectives for developing OER materials. We are striving to make OER resources accessible to all students, as a result, further effort is needed to make developed slides, lectures, test questions compliant with accessibility criteria enforced by Digital Learning Innovation at KSU. The overall goals of our project are listed as follows. The specific plan about each individual course is illustrated in the action plan section.

* Develop new OER materials for courses to be part of BSIT Z Degree
* Ensure all developed OER materials are free from any accessibility issues;
* Develop new OER materials based on course learning outcomes;
* Develop new ancillary material such as assignments and lab material;
* Use a department provided layout template to make sure OER material in each course has similar look and feel;
* Ensure all course materials including lectures, slides, resources comply with the specific accessibility standards defined by ALG;

Create a course package that can be imported into D2L Brightspace, the course management system used by the University System of Georgia

# Action Plan

*Describe the tasks needed to complete the project in as much detail as possible. If this application has more than one team member, include the major roles for each person and which tasks this role is assigned. Estimate the amount of time (e.g. number of hours) each task will take. Include plans for open licensing and plans for making your materials accessible. Indicate if you are using other platforms in addition to the repository to host your created materials.*

Our project team is composed of five faculty developers, one instructional designer, and one student assistant. One of the faculty developers, Dr. Hossain Shahriar, assumes the role of the team lead. The detailed project plan is listed as follows.

1. *Project Coordination*. Dr. Hossain Shahriar, who has led several ALG grants from previous rounds, will coordinate the activities in this project to ensure its successful completion. The activities include making a project plan once funded, monitoring project progress, coordinating with university grant office on project budget and expense, facilitating coordination among faculty developers, instructional designer, and student, collecting students’ feedback on the updated OER material and writing semester status report and final report. Dr. Shahriar is estimated to work 20 hours as a project lead role.
2. *Accessibility Compliance*. Ms. Garima Banerjee, an instructional designer at KSU will take a lead role to ensure OER material in the proposed courses comply with the accessibility standards defined by ALG. The faculty developers, Drs. Shahriar, Xie, Valero, Zhang, and Professor Privitera, have completed an Americans with Disabilities Act (ADA) compliance training workshop offered by KSU Digital Learning Innovation center. Ms. Paweena will perform the following activities:

* Research the ALG accessibility requirements specified by ALG (2 hours);
* Conduct accessibility training for faculty developers at the beginning of the project (3 hours);
* Work with faculty developers on accessibility-related issues during the project (10 hours).

The Digital Learning Innovations center of KSU provides manual captioning service for video lectures 15 minutes or less in length. All faculty developers are advised to consider available captioning service when recording their lectures. This will significantly reduce the time faculty or Ms. Garima spent on accessibility compliance issues. Ms. Garima is estimated to work 15 hours in this project.

1. *Student Assessment*. Mr. Michael Handlin’s role is to provide feedback on the selected OER material from a student perspective. Mr. Handlin graduated from BS in Computer Science (BSCS) program and currently is enrolled in the MS in Information Technology (MSIT) program at KSU. He has the technical background and experience to evaluate a student. A complete learning module from each proposed course will be given to Mr. Handlin. Mr. Handlin will study the assigned module as a student and provide feedback on the following perspectives:

* Is the OER material user friendly (presentation and structure)?
* Is the content material easy to follow (an appropriate level of difficulty)?
* Is the OER material sufficient for me to complete a quiz/discussion/assignment in this module?

By the estimate, Mr. Handlin will spend 5 hours per course. Total of 25 hours in this project.

1. *Publication of OER material*. All OER material for the proposed courses will be hosted on a public website with a Creative Commons Attribution license. A course package that can be imported into the D2L Brightspace course management system will be available for download for each proposed course.
2. *Action Plan for IT 3123 –* Hardware/software Concepts

Faculty developer – Professor Donald Privitera. Estimated time working on this course: 50 hours.

This course examines various hardware and software components and how they work together in a modern computing environment. Topics include an overview of computer organization and architecture, machine language, and modern languages. Course content to be reviewed and improved include:

* + Start Here
  + Required Reading
  + Module 0 – Introductory concepts
  + Module 1 – Representing Data
  + Module 2 – Digital Logic
  + Module 3 – Peripherals and Communications
  + Module 4 – Operating Systems and Programming

Professor Privitera will synthesize content from web resources from <https://csrc.nist.gov/publications/sp> and organize them into OER format revising all modules to provide improved accessibility. In particular, he will review all course materials in all modules and enhance learning materials making them more compliant with accessibility standards especially for visually impaired and low-vision, and he will develop enhanced hands-on assignments utilizing industry standard tools to help students with predilections for learning by doing. He will spend about 50 hours on these tasks. Also, the faculty developer will work closely with the Department librarian to develop an online Wiki with all the available resources of the course. Students will be able to use this Wiki to find free and open-source materials to supplement course assignments.

1. *Action Plan for IT 3503 - Foundations of Health Information Technology*

Faculty developer – Dr. Chi Zhang. Estimated time working on this course: 50 hours.

This course introduces the fundamentals of the field of health information technology. Students will become familiar with the content, use, and structure of the health data and medical records, health information management, the fundamentals of healthcare workflow, healthcare process analysis, and redesign. Students will also learn about the health care delivery systems in the US. The course includes emerging topics, such as using mixed realities in healthcare, and health data analytics using quantitative and qualitative techniques.

* + Update the materials and modules for accessibility
  + Revise Module 2 (Healthcare and healthcare delivery systems). To add the content on telemedicine and the evolution of remote care:
    - Introduction of wireless telehealth solutions <https://www.mayoclinic.org/healthy-lifestyle/consumer-health/in-depth/telehealth/art-20044878>
    - Finding telehealth options <https://telehealth.hhs.gov/patients/finding-telehealth-options/>
    - What is tele-mental health <https://www.nimh.nih.gov/health/publications/what-is-telemental-health>
    - Challenges of telemonitoring programs for complex chronic conditions <https://pubmed.ncbi.nlm.nih.gov/35080502/>
    - HIPAA compliant cloud hosting solutions <https://www.atlantic.net/hipaa-compliant-hosting/>
  + Revise Module 3 (Applications of information technology in healthcare). To add emerging technologies applied in healthcare:
    - Augmented reality and mixed reality in healthcare settings <https://medicalfuturist.com/augmented-reality-in-healthcare-will-be-revolutionary/>
    - Mixed reality in healthcare <https://www.channelfutures.com/from-the-industry/3-ways-mixed-reality-is-changing-healthcare>
    - IoT and wearables in healthcare <https://mobidev.biz/blog/technology-trends-healthcare-digital-transformation>
  + Revise Module 5 (Statistical systems and artificial intelligence)
    - Selected health and system statistics <https://www.commonwealthfund.org/international-health-policy-center/system-stats>
    - OECD health statistics 2021 <https://www.oecd.org/els/health-systems/health-data.htm>
    - Introduction to research statistical analysis: an overview of the basics: <https://doi.org/10.36518/2689-0216.1062>
    - Review of statistical methods for analyzing healthcare resources <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3470917/>
    - The potential for artificial intelligence in healthcare <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6616181/>
    - Artificial intelligence in healthcare: past, present and future <https://svn.bmj.com/content/2/4/230>

Dr. Zhang will synthesize the content from the above web resources for each module to facilitate student learning. In addition, ancillary material such as quizzes, assignments, projects, and discussions will be developed based on the content in the learning modules. Dr. Zhang is estimated to spend 60 hours on this task.

1. *Action Plan for IT 4733 –* Big Data System Administration

Faculty developer – Dr. Ying Xie. Estimated time working on this update: 60 hours.

This course introduces contemporary distributed big data platforms and database systems. Topics include big data computing paradigms, big data platform architectures and administration, and big data database concepts and administration. We propose to update the no cost ORE by incorporating up-to-date knowledge on big data platform architectures and administration as follows

* Update the materials and modules for accessibility.
* Revise module 3 to increase hands-on instruction on installing Hadoop systems on different operating systems.
* Revise module 6 to add learning material on YARN as well as hands-on instructions on YARN administration
* Revise module 8 to add learning material on inter-operation between Spark and Yarn as well as hands-on instruction on Spark operations.
* Revise module 9 to add introductory learning material on Scala programming.
* Revise module 10 to add introductory learning material on Spark machine learning packages.
* Change the learning materials on module 11 and 12 that focus on NoSQL and MongoDB to learning materials focusing on HBase and its operations. The rationale behind these changes is that all learning modules altogether provide a complete coverage of the Hadoop ecosystem.
* Change the learning materials on module 13 to the introduction and operations on Zookeeper for the same rational as described above.

Dr. Ying Xie will update the public website of this course by incorporating the new no-cost and accessibility-compliant ORE materials that reflect the described changes for the relevant learning modules. In addition, he will develop study guides and notes for each module and create ancillary material as appropriate such as assignments, lab exercises, projects, and presentation slides. He will spend about 60 hours on these tasks.

1. *Action Plan for IT 4823 – Information Security Concepts and Administration*, Dr. Hossain Shahriar, Estimated time: 30 Hours

This course provides an overview of principles of information assurance at the policy, procedural, and technical levels to prepare the student for a role as a business decision-maker. Real-world examples from the text and current events will be used to demonstrate the applicability of the techniques of information assurance.

In this continuous-improvement ALG project, we propose to update the no cost, OER learning material by updating modules 3 (software, operating systems security), 4 (network attacks, defense), and 5 (cloud and mobile security). All these tasks will be performed to improve accessibility, enhance the learning experience, and update the course to include the latest OERs to further benefit our students. Some of the planned activities include the following:

* + - Update the lecture materials and modules for accessibility.
    - Add software supply chain security, attacks, prevention in module 3 (e.g., <https://www.cisa.gov/sites/default/files/publications/defending_against_software_supply_chain_attacks_508_1.pdf)>
    - Add new resources on malware, ransomware, adware in module 4 (e.g., <https://www.idc.com/getdoc.jsp?containerId=US48093721)>
    - Add activities on emerging security threats for cloud (e.g., <https://blog.storagecraft.com/7-infamous-cloud-security-breaches/> ), cyber physical system in module 5

Dr. Shahriar will synthesize the content from current and updated OER web resources and organize them into OER formatted notes to update the course and improve accessibility of the modules. In addition, he will develop reading overviews and notes for each module and create ancillary material as appropriate such as assignments, lab exercises, projects, and briefing slides. He will spend about 30 hours on these tasks. Students will be able to use these materials, along with additional materials they find in their literature-review research in their case-study team project.

1. *Action Plan for* IT 4893 Internet of Things, Dr. Maria Valero, Estimated time: 50 Hours

This course introduces core knowledge and skills required to develop and design innovative IoT solutions. Students will analyze the challenges, apply adequate patterns for user interaction and learn about trends and characteristics in IoT. In addition, students will evaluate the security design of a suite of IoT-connected products. In this continuous-improvement ALG project, we propose to update the no cost, OER learning material added to the course modules 2, 3, 4, 6, 8 and 9. All these project tasks will be performed to improve accessibility, enhance the learning experience, and update the course to include the latest OERs to further benefit our students. Additional open-source materials will be added to the course, the detailed list of modules is as follows:

* + Revision of OERs for modules 1, 5, 7, 10, 11, 12 and 13
  + All 13 modules will be equipped with a new created Study Guide and “WatchMeFirst” videos to explain the overview on how navigate the module.
  + Module 2: IoT Architectures - (1) Add open-source materials for the module IoT Architectures. (2) Include a new hands-on lab where the student can interact with IoT (Raspberry PI) emulator and run an application. For example, [Azure Raspberry PI emulator](https://azure-samples.github.io/raspberry-pi-web-simulator/).
  + Module 3: Cloud Computing for IoT - (1) Add open-source materials related to Cloud Time-Series Database such as [InfluxDB](https://www.influxdata.com/). (2) Redesign the assignments of the module with a hands-on lab that involves sending data from an emulation environment of IoT to the Cloud.
  + Module 4: Data Acquisition - (1) Modify slides to add content related to modern technologies on IoT Data Acquisition. (2) Add open-sources materials related to Data Acquisition. (3) Create a new hands-on lab using data acquisition techniques in IoT, for example, experimentation with [LabView](https://www.ni.com/en-us/support/downloads/software-products/download.labview.html#411240)
  + Module 6 – IoT Applications and Design - (1) Add open-sources materials related to IoT Design, (2) Develop a hands-on lab using [Google Home Emualtor](https://www.bluestacks.com/apps/lifestyle/google-home-on-pc.html) and [CodeLabs](https://codelabs.developers.google.com/)
  + Module 8 – IoT in Healthcare - (1) Modify slides to add content related to the impact of IoT in Healthcare. (2) Add open-sources materials related to IoT in Healthcare, and IoT and Blockchain for healthcare. (3) Create a new hands-on lab using an open database on [IoT ECG monitor data](https://physionet.org/content/ecg-ppg-simulator-arrhythmia/1.3.0/).
  + Module 9 – IoT Security Issues - (1) Add open-sources materials related to security issues in IoT. (2) Create a new hands-on lab for IoT security using [NetLab](https://www.netdevgroup.com/products/) provided by the College of Computing and Software Engineering

Dr. Maria Valero will synthesize the content from current and updated OER web resources and organize them into OER formatted notes to update the course and improve accessibility of the modules. In addition, he will develop reading overviews and notes for each module and create ancillary material as appropriate such as assignments, lab exercises, projects, and briefing slides. He will spend about 50 hours on these tasks. Students will be able to use these materials, along with additional materials they find in their literature-review research in their case-study team project.

# Timeline

*Provide a project timeline aligned with the action plan above. Include major milestones and deadlines, keeping in mind your selected Final Semester.*

In the section, we first describe the overall project timeline. The timeline for each proposed course is listed separately.

1. *Timeline for IT 3213– IT 3123 Hardware/software Concepts - Responsible personal: Professor Donald Privitera* 
   1. *4/1/2022*. Complete accessibility training and review of existing OER material.
   2. *8/15/2022*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
   3. *12/15/2022*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
   4. *5/15/2023*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.
2. *Timeline for IT 3503 - Foundations of Health Information Technology- Responsible personal: Dr. Chi Zhang* 
   1. *4/1/2022*. Complete accessibility training and review of existing OER material.
   2. *8/15/2022*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
   3. *12/15/2022*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
   4. *5/15/2023*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.
3. *Timeline for IT 4733 - Big Data System Administration – Responsible personal: Dr. Ying Xie* 
   1. *4/1/2022*. Complete accessibility training and review of existing OER material.
   2. *8/15/2022*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
   3. *12/15/2022*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, discussion, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
   4. *5/15/2023*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.
4. *Timeline for Overall project and IT 4823 – Responsible personal: Dr. Hossain Shahriar*
   1. *4/1/2022*. Complete accessibility training and review of existing OER material.
   2. *8/15/2022*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
   3. *12/15/2022*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
   4. *5/15/2023*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.
5. *Timeline for IT 4893 - Internet of Things - Responsible personnel: Dr. Maria Valero* 
   1. *4/1/2022*. Complete accessibility training and review of existing OER material.
   2. *8/15/2022*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
   3. *12/15/2022*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
   4. *5/15/2023*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.

# Budget

*Please enter your project’s budget below. Include personnel and projected expenses, keeping in mind that this grant funds the estimated time in your Action Plan. The maximum amounts for the award are as follows:*

* *$2,000 maximum per team member for salary, course release, travel, etc.*
* *Additional project expenses allowed, but must be adequately justified in this section*
* *$10,000 maximum total award per grant*

The budget of this proposal is listed as follows.

* Dr. Hossain Shahriar, project lead, developer and instructor of record for IT 4823, $1800 for summer salary.
* Professor Donald Privitera, developer and instructor of record for IT 3123, $1800 for summer salary.
* Dr. Chi Zhang, developer and instructor of record for IT 3503, $1800 for summer salary.
* Dr. Ying Xie, developer and instructor of record for IT 4733, $1800 for summer salary.
* Dr. Maria Valero, developer and instructor of record for IT 4893, $1800 for summer salary.
* Garima Banerjee, instructional designer, $500 for summer salary.
* Michael Handlin, student reviewer, $500.

# Creative Commons Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding will, by default, be made available to the public under a Creative Commons Attribution License (CC-BY), with exceptions for modifications of pre-existing resources with a more restrictive license.*

# Accessibility Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding must be developed in compliance with the specific accessibility standards defined in the Request for Proposals.*

# Letter of Support

*The Department Chair from the corresponding project, or the Department Chair’s direct report such as the Dean or Provost, must provide a signed Letter of Support for the project. This letter should acknowledge the following:*

* *The department will provide support for fund disbursement in correspondence with the Grants/Business Office.*
* *The department approves of the work on the proposal by the applicant(s).*
* *The department acknowledges the sustainability of these affordable resources after the grant work is complete.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide a letter of support.*

*Please provide the name and title of the department chair (or other administrator) who provided you with the Letter of Support.*

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| *Dr. Lei Li, Professor of IT, Interim Chair of Department of Information Technology* |

# Grants or Business Office Acknowledgment Form

*Institutional Grants/Business Offices will be responsible for fund disbursement, often in correspondence with the Department Chair, including expense and travel reimbursement. All applicants will need to provide a signed Acknowledgement Form, the template for which is linked on the RFP page, stating that the Grants/Business Office knows about the applicant’s intent to apply for an Affordable Materials Grant. Either the Department Chair or the Project Lead can work with the Grants/Business Office to get this signed form.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide this form.*

*Please provide the name and title of the grants or business office representative who provided you with the acknowledgement form.*

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| --- |
| Kimberley Hunt, Grants and Contract Manager, Office of Research, Kennesaw State University |