



An HP Innovations in Education Initiative from the
HP Office of Global Social Innovation

HP EdTech Innovators Award Program 2010 Request for Proposals

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Introduction

We are living in a world in which change seems to be the only constant. Information technology innovations continuously reshape how we live and work. This poses a serious challenge for our education systems. Ministries of education, schools and universities are struggling to stay on top of the latest technological developments. Most institutions lack the knowledge and resources to translate these developments into their curricula and teaching. This deprives students of pioneering approaches to learning that could prepare them to succeed in an innovation- and knowledge-based society.

Some outstanding education institutions, however, are embracing emerging technologies in the classroom today in ways that are fundamentally changing how teachers teach and students learn. The [Horizon Reports](#) by the [New Media Consortium](#) explore these emerging technologies and the trends driving their adoption in teaching and learning. For nearly a decade, they have highlighted institutions that excel at using technology in and outside the classroom to address the challenge of keeping education systems current with technology advancements. Despite standout



efforts like this, there are still too many excellent ideas that don't get the kind of exposure that would lead to their further development and implementation.

What if programs like those identified each year in the Horizon Reports—programs that feature the best of the best in educational technology—had more public recognition and visibility? What if teachers and learners were given the opportunity to share their experiences with a community of educators from around the world via social networking or partnerships with other institutions? What if they also received additional support and recognition that increased the impact of their teaching and learning innovations using the latest HP technology?

HP and the New Media Consortium (NMC) have teamed up to launch the HP EdTech Innovators Award Program to do just that, and to recognize outstanding innovators in education. We believe that showcasing the work of these innovators and helping them share their stories could produce a ripple effect with the potential to mainstream their ideas across education.

Students benefiting from these programs would be well-equipped to succeed in tomorrow's economy, working in jobs that do not exist today, using technologies that have yet to be invented and solving problems we have yet to discover.

Goals

The HP EdTech Innovators Award Program:

- Recognizes pioneers in primary, secondary and tertiary education who use technology in innovative ways inside and outside the classroom
- Supports innovative educators with technology to replicate, advance and share their successes
- Increases awareness of successful programs, supports sharing and encourages adoption of best practices

Description of the grant

Each 2010 HP EdTech Innovators grant award (each, an "Award") will support the growth, expansion and replication of a proven EdTech Innovation. HP and its partners will assemble a judging panel with representatives from governments, businesses, nonprofit organizations and leading education experts. The panel will review the submitted proposals for grants solicited by this request for proposals and judge them according to the review criteria listed below.

Together with the judging panel, HP and NMC will select exemplary proposals, and will award a maximum of ten HP technology bundles to winning education institutions



in selected markets.¹ Each Award includes HP technology worth approximately \$40,000 USD (HP list price), consisting of a classroom bundle of 20 HP tablet PCs and accessories as well as virtual collaboration software.² Grantees are also invited to become members in a vibrant social network that will provide support, training and other features intended to help move their innovations fully into practice. Winners will also be invited to attend a gathering of grant recipients from around the world in early 2011. Each Award includes travel and hotel accommodations to be arranged by New Media Consortium for one person, designated by each respective winning education institution, to attend this event. For limitations and requirements regarding travel and accommodation, please see Appendix 2. Additional registrants can participate on a self-funded basis, as space allows.

In addition, LanSchool will donate a one-year subscription to LanSchool v7.4 classroom management software. LanSchool v7.4 classroom management software improves teacher effectiveness in a 21st century classroom by allowing teachers to easily remove distractions, demonstrate skills, monitor and assess student progress. <http://www.lanschool.com>

Additionally, the institution (other than institutions selected to receive an Award) that receives the most public votes for its executive summary on the award website <http://hp.brightidea.com/edtech> will receive the Crowdsourcing Award. One representative of such institution will be invited to attend the gathering of grant recipients in early 2011 (location and date to be determined). This award includes travel and hotel accommodations for one person to attend this event.

Eligibility requirements

The use of an Award is intended to take programs that are currently implemented or in pilot testing to the next level of implementation, and will be open to:

- Accredited private or public education institutions at any level of formal education (primary, secondary, tertiary) and
- Nonprofit organizations that foster the use of technology in education

To be considered for the grant of an Award, participating education institutions must:

- Be validated as compliant with U.S. laws and regulations.
- Be an organization that abides by the fundamental elements of HP's nondiscrimination policies and practices (<http://www.hp.com/hpinfo/abouthp/diversity/nondisc.html>). Institutions 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,

¹ See end of the document for a full list of eligible countries.

² HP reserves the right to make changes to the bundle depending on product availability in the country of the winners.



- national origin, sexual orientation, age, disability or veteran status.
- Accept the HP Grant Terms and Conditions associated with HP grants, which are available for download on the award website at <http://hp.brightidea.com/edtech>.
- Meet the minimum infrastructure requirements to support the use of the technology granted as part of the Award, including:
 - 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 equipment
- Be located in an eligible country (see list of eligible countries in Appendix 1).

Review criteria

To receive an Award, a proposal must provide exemplary answers to the questions asked and information solicited in this document (HP Request for Proposals). Primary criteria to be used to evaluate the proposals will include, but will not be limited to:

- The program's degree of innovation in applying technology, and its potential to stimulate new ideas and approaches
 - The judges will be looking for descriptions of how the project is a cutting-edge application of educational technology, what it is doing that makes it successful and how this success is being measured.
- Evidence that their program is improving student engagement, interest and learning
 - The judges will be interested in any evaluation results or other materials that might document how the program improved student engagement, interest and learning.
- Evidence that the program can be repeated in other programs, schools or settings
 - Applicants should describe plans for potentially replicating the program at their own institution or other institutions and describe how the granted HP technology would be used to help expand, build upon, grow or replicate successful elements of the program.
- The program's scalability
 - The judges will be interested in ideas for how the program could be significantly scaled up at the applicant's institution or other institutions. They would also like to read applicant's vision for helping people to learn about their innovative ideas.

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 bundles of an Award are provided to the selected winners in year one, the grant period is defined as two years from delivery of the Award equipment, during which the project will be implemented,



monitored and measured.

An Award will be granted to each of the selected winning education institutions. The HP equipment grant as part of the Award shall become the property of these organizations, to be used by the recipient institutions for implementation of the proposed projects.

By accepting the Award, the organization, its directors and staff members must make the commitment to:

- Complete the proposed grant project
- Assign one person to be the primary point of contact for HP and NMC; this person will be the responsible for communicating important grant-related information to all members of the institution working to implement the proposed project
- Provide the proper IT infrastructure and support to ensure program success, including installation and proper maintenance

In connection with the grant of an Award, recipient institutions will be expected to:

- Create a public webpage that describes the project and why it has been successful. Ideally, this site will include social networking elements, media and ways for the users of the website to interact with the recipient institution project team and each other.
- Create a brief video that explains the context and impact of the project, and publish the video on a publicly available website (e.g., YouTube, Vimeo, TeacherTube). This video should use a storytelling approach to make clear why the project is interesting and how someone who wished to learn more could do so. In addition, the video should include:
 - Insightful quotes from students and faculty
 - Summary statements from key administrators
 - Reflections on what was learned, and any unexpected outcomes and other comments
- Secure media releases from all participants for the use of photos, videos, etc., prepared or submitted by recipient institutions.
- Provide HP with private project update reports annually for two years by responding to an HP web-based survey that will elicit, among other things:
 - 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)
 - Suggestions for how HP can enhance the HP EdTech Innovators Award
 - Four or five photos related to the project (with assurance that all releases have been obtained, copies of which the recipient institution will deliver to



- HP upon request)
- Links to video related to the project (with assurance that all releases have been obtained, copies of which the recipient institution will deliver to HP upon request)
- Any related press releases
- Participate in the grant winners event in early 2011 (date TBC), which includes an informal presentation poster session
- Abide at all times with country-specific version of the HP Grant Terms and Conditions accepted by the recipient institutions upon applying for an Award and made available for download on the Terms and Conditions page at <http://hp.brightidea.com/edtech>.

Key dates

- Online web-based proposal submission system opens May 12, 2010. Visit <http://hp.brightidea.com/edtech> at that time to access the online submission system.
- Proposal submission deadline: 5 p.m. PT, 30 June 2010
- Notification of recipients: HP will inform the winners in late August and will make award announcements in September. A link to the list of institutions that have been granted an Award will be online at <http://grants.hp.com>.

About HP

HP creates innovative technology solutions that benefit individuals, businesses, governments and society. HP's Office for Global Social Innovation applies HP's global reach, broad portfolio of products and services, and the expertise of its employees to support initiatives in education, healthcare and communities around the world. As the world's largest technology company, HP brings together a portfolio that spans printing, personal computing, software, services and IT infrastructure to solve customer problems. More information about HP is available at <http://www.hp.com>.

About NMC

The New Media Consortium (NMC) is a globally focused not-for-profit consortium dedicated to the exploration and use of new media and new technologies. Its hundreds of member institutions constitute an elite list of the most highly regarded colleges and universities in the world, as well as leading museums, key research centers and forward-thinking companies. For more than 15 years, the consortium and its members have dedicated themselves to exploring and developing potential applications of emerging technologies for learning, research and creative inquiry. The consortium's Horizon Reports are regarded worldwide as the most timely and authoritative sources of information on new and emerging technologies available to education anywhere. For more information on the NMC, visit www.nmc.org.



Proposal form

This form provides an outline of all the elements required to submit a proposal for an HP EdTech Innovators Award, and provides you, the educational institution applicant, with guidance to assemble a completed proposal, ready for submission.

NOTE: This Award is for a period of two years and includes a grant of equipment and travel and accommodation for a group meeting of recipients only; there is no cash component.

Instructions

Proposals must be submitted in a Word or PDF format in English on the award website at <http://hp.brightidea.com/edtech> no later than 5:00 p.m. PT, 30 June 2010. To submit the proposal, register on the award website and follow these five steps:

- 1. Terms & conditions** Review the HP EdTech Innovators [Award Terms and Conditions](#) and download the [HP Grant Terms and Conditions](#) on the award website <http://hp.brightidea.com/edtech>. The HP Grant Terms and Conditions will come into effect should you be selected a winner and receive an HP technology grant.
- 2. Application form** Answer the questions on the following pages by copying them in a new file and saving the file name as follows
"EdTechAward_NameOfInstitution_YourFirstLastName" (e.g.,
"EdTechAward_UniversityOfDoetown_JaneDoe")
- 3. Online application** Start the application process by filling out the submission web form on the award website, <http://hp.brightidea.com/edtech>. The information you enter in this web form will be visible to anyone visiting the website.
- 4. Upload application form (Request for Proposals)** Upload the file with the answers to the questions on the following pages as part of the online application process on the award website. The uploaded document will be visible only to HP, NMC and the judges. Submissions without this document will not be considered by the judging panel.
- 5. Complete submission** Check the box at end of the web form to indicate that you agree with the Award Terms and Conditions and the HP Grant Terms and Conditions, and click Submit.



Grant recipient details

1. **Project name** A brief title for your project. Please use the same title here as in the online submission process at <http://hp.brightidea.com/edtech>.
2. **Project key contact** Please select one person to be the primary contact for communications from HP and NMC related to the HP EdTech Innovators Award. Please provide the following contact details: full name, title, address, telephone, fax and e-mail address.
3. **Username on award website** Please provide the user name you entered when registering on <http://hp.brightidea.com/edtech>. This will help our judges identify your online submission and match it with this document.
4. **Project executive summary** (200 words maximum) Provide a high-level overview of your project in an executive summary. You may submit this same executive summary text to the web form on the award website where you are prompted to provide a project description that will be visible to all visitors to the website.
5. **Institution legal name** Official name
6. **Institution address** Mailing address, telephone and fax
7. **Country** Must be on the list of countries eligible for the Award set forth below.
8. **Type of institution** Primary, secondary, higher education, other education institution (nonprofit)
9. **Institutional purpose or mission** Describe the purposes or mission of the institution.
10. **Students served** Please enter the total number of students served.
11. **Institution tax ID number** Tax number appropriate for your country, if available
12. **Tax exempt?**
 - Yes
 - No. If not tax exempt, HP may request additional documentation.



Description of the project

13. History of the project (500 words maximum) Please give a brief history of the project. Describe the ways in which your program has been successful. How long has the project been running? Has it improved institutional success measures, advanced organizational goals, or improved teaching, learning, or research? What communities are being touched by the project? Is there a related community or social network? Please detail any institutional partners, such as other schools/universities, NGOs, or partnerships with business or industry. If you have a video, website, or other materials detailing your project, please provide links to them.

14. Students impacted (200 words maximum) Since the launch of the project, approximately how many students have participated in it? Please provide any additional information that will help us characterize the students who have been impacted by your project.

15. Area(s) impacted (50 words maximum) Please list the degree program(s), course(s), disciplines, or other areas that have been directly impacted by this project.

16. Describe the innovations your project proposes to expand (500 words maximum) Provide examples of how you intend to grow, build upon, expand or replicate successful elements of your program.

17. How are you going to measure the results of this project? (200 words maximum) Describe how you intend to measure and monitor the project should you receive an Award. Helpful resources on measurement and evaluation are available at <http://www.iste.org/research/planning>.

18. Provide a timeline for project completion with periodic milestones and celebration dates identified (200 words maximum) The project timeline should commence when the equipment grant is delivered and continue for 24 months (at least two academic years). Equipment delivery is expected by the end of calendar year 2010. Actual delivery date is dependent on processing and availability of HP equipment. HP requests that each project team reports results annually for two years, although we hope to stay in touch for years to come.



Other information

19. **Assurance of eligibility** Does your institution meet the eligibility requirements stated in this document?

- Yes
- No

20. **Assurance of commitment** Is your institution prepared to fulfill the grant recipient commitments described above should it be selected as one of the winners?

- Yes
- No

21. **Approval of HP Grant Terms and Conditions** Does an authorized administrator of the applying institution accept and approve the HP Grant Terms and Conditions that are available for download on the award website? To be considered for a grant, an authorized administrator must accept the HP Grant Terms and Conditions and deliver such Grant Terms and Conditions to HP.

- Yes, an authorized administrator has read, understood and agrees with the HP Grant Terms and Conditions for our country/region.
- No

22. **Approval of HP Privacy Policy** Please confirm that you understand HP's data privacy policy (<http://welcome.hp.com/country/us/en/privacy/masterpolicy.html>), and agree that the information your institution has provided may be used by HP to send you information related to this grant application and other HP Social Innovation related programs.

- Yes
- No

23. **Special offers** Would you like to receive information from HP and our Partners about free or discounted products, services or events for educators? If you check Yes, we will share only the e-mail address of the primary contact indicated in your proposal.

- Yes
- No

24. **Shipping instructions** Shipping contact's name, telephone, fax, e-mail address, and shipping address for equipment delivery. (A physical address, capable of receiving multiple pallets of equipment, is required; no P.O. boxes please!)

25. **HP reference** If an HP employee invited you or your organization to submit a proposal, please indicate that employee's name and e-mail address.



Appendix 1: List of eligible countries

HP will accept submissions from the following countries only:

Argentina	Kenya
Australia	Korea
Austria	Luxembourg
Belgium	Malaysia
Brazil	Mexico
Canada	Netherlands
Chile	New Zealand
China	Norway
Colombia	Peru
Costa Rica	Philippines
Czech Republic	Poland
Denmark	Portugal
Ecuador	Romania
Egypt	Russian Federation
Finland	Singapore
France	Slovakia
Germany	South Africa
Great Britain	Spain
Greece	Sweden
Hong Kong	Switzerland
Hungary	Taiwan
India	Thailand
Indonesia	Turkey
Ireland	United Arab Emirates (Dubai)
Israel	United States
Italy	Venezuela
Japan	Vietnam



Appendix 2: Travel and accommodation limitations and requirements

Without limiting any provisions of the HP Grant Terms and Conditions, any travel and accommodations granted to one individual from winning educational institutions as part of an HP EdTech Innovators Award (i.e., travel and accommodations granted in connection with the gathering of grant recipients) or otherwise in connection with the HP EdTech Innovators Award Program will be subject to the following limitations and requirements:

The travel and accommodation for each team representative shall include round-trip, coach class air transportation from a major commercial airport near the representative's home to the selected location (applies to those living more than 100 miles from the selected gathering location; those living within the 100 miles will be reimbursed for ground transportation); round-trip ground transportation between the destination airport and hotel; and one (1) standard hotel room for such number of nights and days necessary to attend the gathering, as determined by the organizers.

Selection of airline and hotel are solely within organizers' discretion. Meals not provided by the organizers in connection with the gathering, gratuities, luggage fees, incidental hotel charges and any other travel-related expenses not specified herein will be the sole responsibility of the travelling institution representative.

All travel must be taken on dates approved by the organizers or the relevant travel portion of the HP EdTech Innovators Award will be forfeited; no alternative travel dates will be made available. Travel must originate from and end at the same airport. Exact travel dates and arrangements subject to availability. Each representative must sign and return a travel release before any ticketing of travel occurs.

Representatives must have all necessary identification and/or travel documents required for travel. The organizers shall not be liable for any missed flights or expenses incurred as a consequence of flight cancellation/delay or ground transportation delay. The selected representatives may be required to provide a credit card (for example, to cover incidental expenses) at time of hotel check-in.