

# Steelcase Education Active Learning Center Grant Cycle 5 Grant Proposal Preview

Is your educational institution interested in a Steelcase Education Active Learning Center Grant? Submit your proposal online through our digital grant application platform. Once you create your account to use this platform, start completing the five tasks in any order. You may save your information and log in and out as many times as you need to before submitting your proposal.

Below, we preview all of the information that will be requested as part of your proposal so you may assemble it before you apply.

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## Grant Proposal Form

This task collects general information about your school including your contact information, classroom description and which classroom application you want to apply to receive.

- General Information
  - Educational Institution
  - Contact Information
- How you heard about the grant opportunity
- Classroom Description
  - Number of Students
  - Grade Level
  - Room Length, Width, Height
  - Total Square Footage
  - Square Footage Per Student
- Classroom application you are applying for
  - Active Classroom
  - Collaborative Classroom
  - STEM Classroom
  - Flexible Classroom

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## Grant Proposal Questionnaire

For this task you will need to provide detailed answers to questions about your educational philosophy, research and dissemination plans.

- **Classroom Description**  
Indicate how your educational institution will renovate the existing space, if required, to accommodate the Steelcase Education Active Learning Center. *(Note: the classroom is expected to have updated floor covering, paint, lighting, etc. as part of the renovation)*
- **Educational Philosophy** (maximum 500 words)  
Describe the following:
  - Desired teaching methods you want to achieve
  - Credentials of the staff member(s) who will be responsible for the Active Learning Center Grant two-year program
  - How the instructor(s) using this classroom will be selected

- **Expected Impact** (maximum 200 words)  
Please describe the ways you believe the Active Learning Center can have an impact on teaching and learning and support your desired teaching method.
  
- **Research Topic**  
Please identify the topic(s) of your research during the Active Learning Center Grant period
  - Engaged Learning Experiences
  - Instructor Experiences
  - Non-Cognitive Factors
  - Emerging Technology Integration
  
- **Area(s) of Investigation** (maximum 200 words)  
What do you seek to test and understand? Please describe more specifically what you will be investigating with your research on your chosen topic. Please include a problem statement and research questions/hypothesis.
  
- **Research Design and Method(s)** (maximum 1000 words)  
How will you carry out your research? Please describe the design of your research, the method(s) you plan to use, your approach to analysis and your projected timeline – be sure to clarify how this approach will help you investigate your topic of interest.  
  
Research methods can be qualitative, quantitative or a mix of both. Please be aware that in addition to the methods you propose, your research must include the Learning Environment Evaluation measurement tool provided by Steelcase Education.
  
- **Disseminating Findings and Insights** (maximum 300 words)  
How will your educational institution share your research results and experience from the Active Learning Center Grant? Describe all expected internal and external dissemination activities such as:
  - Articles in newsletters and/or articles or blog posts on institutional website(s)
  - Public relations (news releases, media events)
  - Articles in academic/community publications
  - Speaking engagements/panel participation
  - Community meetings, other events
  - Social media activity
  
- **Grant Writing Team**  
Please provide the first/last name, organization name and job title of those within or outside of your institution who helped write, consult, or complete this grant proposal.

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## Upload Project Timeline

Please provide a timeline indicating the chronological order and estimated dates in which the required activities of the grant will be undertaken, including the lead person responsible for each activity. Activities include:

- Administration of the Steelcase Education Learning Environment Evaluation measurement tool
- Your own impact measurement activities
- Research schedule
- Dissemination of findings and insights
- Writing an annual report each year

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## **Upload Photographs of Current Classroom**

Please include a maximum of four photographs and note that this document's file size must not exceed 10 MB (megabytes).

The intent of these photos is to see the physical environment of your space and the set-up of your classroom.

\*Wherever possible do not include photographs of identifiable individuals.

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## **Commitment of Grant Recipient**

Signature required, agreeing to the following statements:

- We understand that the Active Learning Center Grant classroom options have been carefully developed by Steelcase Education, and that no major furniture substitutions will be allowed. However, minor changes for best use and fit in a specific classroom will be discussed with each grant recipient.
- We have reviewed, understand and agree to all the commitments of a grant recipient as described in the Active Learning Center Grant Proposal Guide.