Faculty Development Grant Proposal:
Traditional Scholarship/Research (TS/R) and Teaching Innovation, Pedagogy and Assessment (TIPA)

Fall 2015 Deadline: Submit application by Friday, April 3rd, 2015, for funds to be used between July 1st, 2015 and December 31st, 2015.

Spring 2016 Deadline: Submit application by Friday, October 30th, 2015, for funds to be used between January 1st, 2016 and June 30th, 2016.

The college administration has reserved $75,000 ($50,000 for TS/R and $25,000 for TIPA) in faculty development funds to be disbursed during the 2015-2016 fiscal year to enhance faculty development in research, scholarship and teaching. There will be two rounds of funding for the first half and second half of the fiscal year, with applicants applying and receiving the results of their proposals prior to needing the funds.

TS/R: The primary objective of the TS/R committee is to fund traditional research and scholarship, with publication and/or public presentation the expected outcome. Historically, the TS/R committee has typically funded requests that facilitate primary research or travel to academic conferences where the faculty member is presenting their work.

TIPA: The primary objective of the TIPA committee is to fund proposals focused on teaching innovation, pedagogy and/or assessment; the TIPA committee has typically funded new projects and equipment that result in a sustainable, long-term change to a program or to the long-term professional development of a faculty member with respect to teaching innovation, pedagogy, and/or assessment. This fund is not intended to be the source of continuous or on-going funding for any project or activity and proposals for one-time events or activities that do not have a longer-term development impact will not be funded.

Proposal requests will be considered from all permanent faculty members; if you have questions about your eligibility, check with Cheryl Betka (x7314) in the Provost’s office.

Proposal Format

The proposals will be grouped into two categories: Level I requests will be for $1250 or less and Level II requests will be for requests ranging from $1251 to $2500. The committee has insufficient funds for requests exceeding $2500 and requests for more than this amount may be denied outright.

Each application should include a brief abstract of the work to be done, including the expected outcomes for the specific research project, teaching innovation, pedagogical approach or assessment strategy and a detailed, itemized budget, including a full list of funding available from other sources. In most cases, this need not be more than a single page; both committees seek brevity in the project description since in most cases faculty make the case for the significance of their project in a couple of sentences. Additional information may be included in an appendix. On the other hand, both committees require a detailed budget with good faith, accurate estimates for all expenses and a complete list of other sources of potential funding.

Failure to follow the proposal format will severely limit a proposal’s chance of success.

Although both committees encourage and will consider applications of all kinds, by far the two most typical are requests for funds to travel to academic conferences and request for funds for equipment and supplies (TIPA supplies must be pedagogy based). Please note that the committee will not fund computer hardware or salaries for faculty or students. For travel, applicants must list the following items:
- Name, location and dates of the conference.
- Conference fee.
- Travel costs: Airfare or mileage costs, the committee will fund the minimum.
- Lodging costs, including number of days.
- Meal costs/per diem.
- Other costs, with explanations.

Further, for all applications, applicants must address how they plan to seek other sources of funding to cover their expenses. Applicants must discuss potential funding with their Dean and department chair and summarize for the committee what they can expect from these sources. Other sources include, but are not limited to, junior faculty start-up funds, Foundation grants, STEM grants, etc. Applicants should list all other potential sources of funding and estimate how much can be expected from each source. Failure to consider other sources of funding will hinder the chances of a proposal’s success.

Submission

Applicants must submit seven hard copies and one electronic copy of their proposal no later than 3 pm on the deadline (either 4/3/15 or 10/30/15). At the top of each proposal, the applicant must clearly identify their name, to which committee they are applying – TS/R or TIPA – and the total amount of funds requested.

For proposals to the TS/R committee, submit to Eric Huggins (x6912), EBH 158, huggins_e@fortlewis.edu. For proposals to the TIPA committee, submit to Paul Booth (x7283), Art 153, booth_p@fortlewis.edu.

Funded Projects

Once funded, the committees expect funds to be spent as planned; however, each committee will consider minor changes on a case-by-case basis. Unapproved changes will lead to loss of funding.

All applicants who receive funding must submit a progress/final report by the end of the funding cycle (either 12/31/15 or 6/30/16) to the Provost’s office; all funds must be spent by the end of the cycle. The report should include a description of how the funds were spent along with receipts. Failure to submit this report on time will automatically exclude future funding.

Questions

Each committee is happy to answer any questions about the proposal process. Please direct your questions to any one of the committee members:

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<th>Traditional Scholarship/Research (TS/R)</th>
<th>Teaching Innovation, Pedagogy &amp; Assessment (TIPA)</th>
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<tr>
<td>Eric Huggins, Chair (SOBA)</td>
<td>Paul Booth, Chair (Art &amp; Design)</td>
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<td>Sue Kraus (Psychology)</td>
<td>Chiara Cannella (Teacher Education)</td>
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<td>Anne McCarthy (Mathematics)</td>
<td>Bill Collins (Chemistry)</td>
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<td>Rob Milofsky (Chemistry)</td>
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<td>Dugald Owen (Political Science/Philosophy)</td>
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<td>Ryan Smith (Physics/Engineering)</td>
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