Proposals for Faculty Development  2014 DUE DATE: Friday, October 31, 3:00 p.m.  
(Apply if you want to pursue travel or projects by June 30, 2015.)

For the first time, this committee will do a call for proposals during Spring 2015.  
(If you want to pursue travel or projects after June 30, 2015 you will have the opportunity to submit a proposal during the spring semester.)

The college administration has set aside approximately $50,000 in faculty development money to be disbursed to faculty who submit quality proposals to enhance their development as scholars and researchers.

The committee’s main charge is to fund traditional scholarship that creates new knowledge through primary research, composition, or creative works, with publication and/or public presentation being the expected outcome. This type of research is “Scholarship of Discovery” in terms of Boyer’s Model of Scholarship (http://www.facultyguidebook.com/test/2_5_1.htm). The committee may also consider “Scholarship of Integration” – synthesis of knowledge across disciplines and “Scholarship of Application” – assisting society or professions with results that are peer-reviewed. Proposals that involve teaching innovation, pedagogy and/or assessment, the “Scholarship of Teaching,” should be submitted to the Faculty Development Grants Committee for Teaching Innovation, Pedagogy and Assessment (FD/TIPA).

Proposals will be grouped into two major funding categories. Level I will be activities that require funding of $1250 or less, and Level II activities will be those that have a budget between $1251 and $3000. The committee has insufficient funds for requests greater than $3000.

Proposal requests will be considered from all permanent faculty. If you have any questions about your eligibility, please contact Cheryl Betka in Dr. Morris’ office at 247-7314.

PROPOSAL FORMAT

**Level I Proposals (requesting less than $1250)**
The proposal must be no more than one single-sided page, not including the biographical sketch of the author. Failure to follow the proposal format will automatically exclude a proposal from consideration.

**Level II Proposals (requesting between $1251 and $3000)**
The proposal must be no more than three single-sided pages, not including the biographical sketch of the author. Failure to follow the proposal format will automatically exclude a proposal from consideration.

Information to include in the proposal:

**Proposal Summary**: a brief description (less than 200 words) of the purpose of the activity, the methods to be used, and the expected outcomes.

**Project Description and Significance**: The main body of the proposal should be a clear statement of the work to be undertaken and should include information regarding

1. The current state of the faculty member’s activities in this area and how their development will be enhanced or changed by the proposed activity.
2. The general plan for the work to be undertaken, including the broad design of the activities to be undertaken, and a time line for these activities.

   • For novels or other creative writing, a sample chapter and tentative plotline, or other examples of published work should accompany the proposal in an appendix.
For textbooks or non-fictional works, a chapter outline and sample chapters should be included in an appendix.

For other types of creative work (art, design, etc.), sketches of prototypes, associated work, or other examples should be submitted.

For travel requests, funding will be prioritized for those making presentations, sitting on panels, etc. If you are awaiting acceptance of a submission, funding may be made pending acceptance. If your conference is “out of sequence” with development funding, you may submit a proposal post hoc with the understanding that there is no guarantee of funding through the faculty development process. The preference would be to submit a proposal a priori with the understanding that funding will be based on acceptance of work submitted.

3. Any broader impacts of the proposed activity.
4. Expected outcomes from the proposed activity and how those outcomes might be identified and assessed.
5. An itemized budget of all costs to be incurred by the proposed activity.

**Budget and justification:** The proposal may request funds for supplies and materials, travel, conference fees or other items. Salaries for faculty or students will not be considered. The budget request should be accompanied by a budget justification, outlining the costs, uses, and overall justification for each item requested. Computer hardware will not be considered as there are alternative mechanisms in place for the funding of technology infrastructure. While funding for overseas travel will be considered, it must be clear that other less expensive alternatives have been explored and that the individual is minimizing or contributing to costs in some way. Funding requests will be evaluated in terms of their necessity in performing the proposed work. While all requests will be considered, proposal authors are asked to evaluate their funding request in light of the total budget. Activities requiring large budgets will need to have broad and significant impacts to be considered.

**Other sources of funding:** Other sources of funding for the project (e.g. departmental travel funds, external grants, faculty start-up funds, etc.)

**Biographical sketch:** This should include a one page, current curriculum vita that emphasizes the author’s work in the area of proposed development to date.

**Progress Report:** For faculty who received funding for the previous year, a report indicating progress to date on the funded project must accompany the new or continuing proposal or have already been submitted to the Provost’s office. The report should highlight how the proposal’s objectives were met, or how they are being pursued. This report will not be considered as a part of the one-page limit.

**SEVEN COPIES OF THE PROPOSAL SHOULD BE RECEIVED BY ERIC HUGGINS, SCHOOL OF BUSINESS ADMINISTRATION, EBH 158, NO LATER THAN 3:00 p.m., Friday, October 31, 2014.**

**Funded Activities**

Once funded, the committee expects monies to be used as planned. However, the committee will consider minor changes on a case-by-case basis. Unapproved changes will lead to funding being withdrawn.

All authors receiving funds for a proposal MUST submit a progress report and/or a final report by June 30, 2015 to the Office of the Vice President for Academic Affairs. The report should include information regarding progress to date on the proposed activities, and qualitative or quantitative assessment information. Failure to submit progress and final reports will automatically exclude the author from future funding. Funds should be spent by this date.
Review Criteria
Proposals will be evaluated on the intellectual and creative merit of the proposed activities and how those activities will contribute to the individual's scholarly development. Priority will be given to proposals that move an individual forward in a scholarly area, rather than reinforcing current capabilities. New and original efforts are highly desirable, however the individual must be able to make a case for their ability to conduct and complete the proposed activity. Activities with broad impacts are highly desirable. Some form of measurable outcome must be demonstrated in all proposals and competitive proposals will have particularly interesting mechanisms for showcasing the proposed outcomes of the scholarly activity. Funds requested must be justifiable and contribute in a significant way to the completion of the activity proposed.

Proposal Reviews
Brief reviews for each unfunded proposal will be provided by the committee indicating how a proposal might be improved for submission in future funding cycles.

Questions
Questions about any portion of the proposal process, from the feasibility of an activity to budgeting, can be directed toward the members of the awards committee.

Eric Huggins, Chair (School of Business Administration)
Susan Kraus (Psychology)
Anne McCarthy (Mathematics)
Rob Milofsky (Chemistry)
Dugald Owen (Political Science/Philosophy)
Ryan Smith (Physics/Engineering)
Paul Booth (Art; ex officio)