

## General Information and Guidelines for all Arts and Sciences Faculty Professional Development Grant Proposals

These guidelines include directions and criteria that apply to all proposals submitted to the College of Arts and Sciences Faculty Professional Development (FPD) Grant Program.

### **PURPOSE**

The College of Arts and Sciences Faculty Professional Development Fund supports the acquisition of knowledge and/or development of skills related to some aspect of the faculty member's professional responsibilities. To this end, the Arts & Sciences Faculty Professional Development Committee (A&S FPDC) bi-annually recommends the awarding of internal grants from this fund.

The Arts & Sciences FPDC funds three areas: **1) Research and Creative Activities** (Funding in this category supports costs associated with conducting research or other creative enterprises that are part of a larger research agenda and/or that builds upon previous scholarship.) **2) Scholarship and Presentation** (Funding in this category supports costs associated with presentation, publication, performance and/or exhibition.) **3) Professional Service and Development** (Funding in this category supports costs associated with service or active participation in professional organizations or active participation in special courses, workshops, or institutes related to professional development.)

### **CRITERIA**

#### **A. Significance and Impact of the Proposed Project or Activity**

Significance and impact of the proposed project and its outcomes focuses on what others will learn or how they will benefit from the work. "Others" may be colleagues, students, or members of community groups. How important is the contribution to a particular discipline or field of knowledge and/or to the well-being of a specific target group or Clarion University in general? Explain the significance and impact of the proposal.

#### **B. Budget Request**

While A&S FPDC grants are capped at \$500.00, the proposal must include an itemized budget of all expenses. Proposals will be judged in terms of the clarity, completeness, and reasonableness of the budget request. If relevant, the budget should be divided into categories such as faculty salaries; publishing costs; expendable supplies required to carry out the project; and so on. Each item, such as expendable supplies, should be justified as to its use in the described budget. Be sure to note other revenue sources, which may include personal funds.

If travel is involved, it is required that applicants include a completed and signed Travel Request Approval form in their proposal. Applicants are encouraged to use the least expensive means of transportation and reasonably priced accommodations. The budget should clearly list the itemized estimated expenses for accommodations, registration, transportation, and other costs. The following items are not allowed: membership dues, student travel, research expenses in connection with a faculty member's degree requirements, costs associated with textbook writing or other creations for financial gain, "miscellaneous" expenses, and/or space rental. Be sure to note the academic year travel will take place.

Grants can be submitted for reimbursement if they have not been requested in a previous grant cycle, and if travel or research was conducted since the last FPDC proposal deadline. Grants for future work or travel should be submitted in the Fall if the work will be completed before March 1, and in the Spring if it will be completed before October 1.

Proposals may only be submitted to one funding cycle.

If requesting reimbursement for a completed project or activity, please include copies of relevant receipts and travel requests, as well as evidence of participation or project completion. Retroactive funding shall only cover the projects completed in the time period since the last award cycle or the last fiscal year.

### **C. Professional Development Enhancement**

Professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member's growth and development as a professional teacher-scholar. Proposers should explain specifically how award of the grant will enhance their personal professional development. Project proposals must include the proper documentation to confirm the applicant's active participation – and not mere attendance – in a conference, workshop, committee, etc. Proper documentation could include a copy of the conference program and/or acceptance letter. If a faculty member has not yet heard if his/her paper has been accepted, awards may be granted contingent upon paper acceptance.

### **STIPULATIONS**

1. Project Directors must be a tenured, tenure-track, or full-year, full-time temporary faculty member who has an appointment within the College of Arts and Sciences.
2. Project Directors may not be on terminal notice, retired, resigned, on leave of absence or have accepted a position at another institution. Project Directors on sabbatical are eligible.
3. If the Project Director has not submitted a final project report for previous FPD awards, then s/he is NOT eligible to apply for a period of three years.
4. A faculty member may only submit one proposal per grant cycle and may receive only one grant from the A&S FPDC during an academic year.
5. The maximum grant for each award is \$500; partial funding may be awarded.
6. All projects which involve humans and/or vertebrate animals as research subjects must have approval by IRB and/or the Animal Care Committee before the project begins.
7. The CAS Dean will support FPD awards as budget allows. The FPD will work with the Dean each semester to determine the amount of available funding.

### **SUBMISSION REQUIREMENTS AND DEADLINES**

Each year, there will be two cycles for proposals. Submission deadlines are announced in September. Applicants should submit an **electronic** copy of the grant proposal to Missy Kube at [mkube@clarion.edu](mailto:mkube@clarion.edu) by 4:00 p.m. on the deadline date. **No proposals or incomplete proposals will be accepted or considered after the deadline.**

### **EVALUATION PROCESS AND COMMITTEE MAKE-UP**

The proposal review process is collegial and relies on committee members for comments and rankings. To protect the confidentiality of the proposers, all proposals will be reviewed blind. The project director's name and personal information should only appear on the Title page and nowhere else in the Grant Proposal.

The Arts and Sciences Faculty Professional Development Committee consists of one representative from each academic department within the College of Arts and Sciences. Committee members are selected by the chair of each academic department.

Committee members who are named on an application for funding or who live with, are married to, or are related to an individual named on an application may not participate in committee rankings or

deliberations during the semester in which the application will be reviewed and considered. In the event that a committee member is temporarily unable to fulfill their duties on the Arts & Sciences FPDC, the committee member should notify the chair of the FPDC as soon as possible. The committee member should also notify the chair of their department, who may in turn provide the chair of the Arts & Sciences FPDC with the name of an alternate representative, who will take on the duties of the actual committee member for one semester.

Any issues that cannot be resolved in committee will be brought to the CAS Dean for resolution.

## **AWARDS**

Successful applicants will receive notice from the FPDC as soon as possible upon selection. The Committee is not obligated to award all funds in any given semester. Acceptance of an award by a faculty member carries the following requirements:

1. Proposals will be made available to other faculty members through the Dean's Office.
2. The Faculty member agrees to submit a final project report within 45 days of the project completion.
3. No significant changes were made to a project once it has been approved for funding. Projects that cannot be carried out as proposed will be terminated with all remaining money returned to the FPDC.
4. The Project Director agrees to comply with all University research requirements (e.g. IRB, Animal Welfare, Integrity in Research).
5. A funds reservation number will be given by the dean's office once a proposal is approved.



College of Arts and Sciences Faculty Professional Development

## Fall and Spring Grant Proposal Title Page

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Grant Cycle:     Fall     Spring

Project Director Name:

Project Title:

Department:

Campus Phone:

Email Address:

Other anticipated or actual sources of funding received for this project:

Synopsis of Project (100 word maximum):

**I acknowledge that I will provide supporting documentation (as required in criteria C of the guidelines) and will provide a final report to the Dean's office within 45 days of the completion of my project.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





College of Arts and Sciences Faculty Professional Development

## Final Project Report

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Project Director Name:

Project Title:

Department:

Campus Phone:

Email Address:

Grant Cycle for which funding was received:

Fall

Spring

- I. Briefly explain what was accomplished and/or what progress has been made toward the final intended result of the project/activity.
  
- II. Briefly explain the impact that the proposed project has had thus far and/or the future ramifications of the project in terms of research and/or teaching.
  
- III. Briefly explain the faculty professional developments that were realized.