

# Provost Fund for Faculty Professional Development

## FUNDING PRIORITIES:

Proposal evaluation will give particular consideration to the following criteria:

1. Activities that will promote long lasting scholarly, artistic, and professional growth.
2. Activities that will benefit the students, colleagues, the discipline, and the university.
3. Proposals that facilitate active participation in international, regional, and national conferences.
4. Grant Writing
5. Use of technology in pedagogy
6. Assisting faculty to intern with the industry
7. Proposals that have documented sources of matching funds.
8. Have the potential for future external funding
9. International – visiting scholar (\$2,000 cap)
10. Non-tenure track

## GRANT GUIDELINES:

1. *Proposals must be complete, incomplete proposals will not be reviewed by the committee.*
2. There must be strong endorsement from the dean and the department chair.
3. There must be a budget breakdown on the form provided.
4. Funding will be limited to one person per department on co-authored papers or presentations. Papers or presentations for cross-discipline projects may have one faculty member funded per discipline.
5. There is a maximum cap of \$2,700 per person per academic year for domestic travel, \$3,000 for international travel (Hawaii & Alaska fall under the same guidelines as international travel) which can be awarded. If a faculty member has one project which will be funded over multiple years, the total award cannot exceed \$2,700 for that project.
6. If you are requesting funds to travel to a conference to present - you must include a copy of the acceptance letter, or any funds awarded will be subject to receipt of such letter.
7. In the case of multiple conference/travel or research requests, faculty must submit separate proposals for each event.
8. For domestic travel, anything beyond a 3 night, 4 day stay, needs to be justified. For International travel, anything beyond a 5 night, 6 day stay needs to be justified.
9. Capital Equipment is not to be purchased with grant funds.
10. The award of funds for a project is viewed as a contract between the faculty member and the Provost Faculty Development Committee. Any deviation from the proposed use of funds must be approved by the Committee.
11. Anyone receiving a grant must remain in the employment of SUU for at least one academic year after the grant is funded or return the full amount of the grant award.
12. A one page final report explaining the results or outcomes of the project is due 30 days after the end of the project or by June 30th of the current fiscal year, whichever comes first. This report should contain a brief outline of the project, a statement about the intended results, and how the project benefited the faculty member and teaching/learning.

## Funding Items that are prohibited

1. Grants are not intended to fund faculty salaries. Funds may be used for staff/student salaries. Release time is allowable at the adjunct rate of \$700 per credit hour.
2. Grants are not intended to fund program development or marketing ventures. (Please remember the focus is *faculty development*.)
3. Retroactive travel will not be considered. Any exceptions will be considered on a case by case basis after proper documentation is received.

## PROPOSAL REQUIREMENTS:

*Proposals must be complete, incomplete proposals will not be reviewed by the committee*

1. Cover sheet
2. Budget summary (budget breakdown on a separate sheet if needed.)
3. Dean and Department Chair signatures and comments must be included.
4. A maximum of a one-page narrative to address the items on the score sheet, 10 or 12 point font only, and no less than one inch margins.

# FACULTY DEVELOPMENT GRANT COVER SHEET

Name	E-Mail
Request for	Office Phone
Tenure Status	Office Location
Faculty Status	College
	Department

Full Cost of Proposal  
Amount requested from this fund

**Abstract of the Funding request** *(600 characters or less)*

SUU class directly benefited by this request and how:

Date of last Faculty Development Grant

Date of last grant from any source: *(list amount and source)*

Is this grant being used as matching funds for an external grant

Signature of applicant \_\_\_\_\_

**Department Chair's Comments & Assessment:** Department chairs should indicate their assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The department chair must articulate how the proposed activity supports the mission of the department. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your department. The committee relies on your objectivity to make its assessment.

**Signature of department chair:** \_\_\_\_\_

**Amount of matching funds from Department: \$** \_\_\_\_\_ **Department Chair Initials:** \_\_\_\_\_

**Dean's Comments & Assessment:** Deans should indicate their assessment of the proposal and how the proposed activity assists the college in achieving enhancement in teaching and scholarship. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your college. The committee relies on your objectivity to make its assessment.

**Signature of dean :** \_\_\_\_\_

**Amount of matching funds from Dean \$** \_\_\_\_\_ **Dean Initials:** \_\_\_\_\_

***Check list for Deans***

- \_\_\_ Proposal is a benefit to the department or university
- \_\_\_ There are at least 15% matching funds (15% match of the total funds)
- \_\_\_ There is a strong endorsement for this project from the Dean
- \_\_\_ The proposal is complete and well written
- \_\_\_ The proposal meets department criteria/need
- \_\_\_ Enhances teaching/learning/scholarship
- \_\_\_ Objectives are clear and obtainable
- \_\_\_ Dissemination opportunities within college/department
- \_\_\_ Project consistent with mission and teaching assignment
- \_\_\_ Release time is approved if applicable

## BUDGET BREAKDOWN

Category	Total Funds	Matching Funds (15% minimum)	Funds Requested from Faculty Development Grant
<b>Release Time</b> <i>(at adjunct rate of \$700 per credit hour)</i>			
<b>Materials &amp; Supplies</b> <i>(Provide an itemized statement on a separate sheet for the items needed)</i>			
<b>Expense for Printing materials</b>			
<b>Airfare</b>			
<b>Travel Insurance**</b>			
<b>Car rental, taxis, shuttles, gas/mileage</b> <i>(at \$.39 per mile)</i> <i>(Provide an itemized statement on a separate sheet for the items needed)</i>			
<b>Food</b> <i>(per diem is: \$7 Breakfast; \$11 lunch; \$18 dinner)</i>  # of days			
<b>Lodging</b>  # of nights			
<b>Registration/Conference Fees</b>			
<b>TOTAL</b>			

- The budget must be itemized in detail, including the cost of all activities. Be cost effective and include the sources for matching funds. **There is greater scoring potential for grants that have a 25% match** in funds of the amount requested from the Provost Fund.
- Matching Funds includes actual cash awards, not gifts in kind or In-Kind Trades. Only actual cash awards will be used to calculate the 15 % minimum.
- **Indicate the source** of the matching funds as well as the amount (if the support comes from a SUU account please indicate the Banner Index).
- Personal Funds or related matches will not be counted. The match must come from an external source that is not financially affiliated with the applicant.

\*\*Insurance to cover the cost of international travel is now required. This can be done either through the individual airlines, or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event, and protects both the faculty member and the faculty development fund from risk of loss.

# Travel Narrative

For **Travel Proposals** answer the following questions

*(Applicants may add a separate statement of explanation if needed)*

Name of Conference or Professional Meeting:		Date of Conference/Mtg.:	Location:
Category of Conference		Acceptance Rate of Conference ( <b>Provide Evidence</b> )	
Have you been accepted?	Title of Presentation		
<i>(if yes provide evidence)</i>			

**How is the Topic of your presentation related to your professional duties as an instructor and/or scholar?**

*(150 characters or less)*

**SUU class directly benefited by this request and how:**

*(150 characters or less)*

**Make a statement & provide evidence whether conference is peer reviewed or not peer reviewed.**

**Make a statement & provide evidence that Abstracts will be published or not published.**

**Make a statement & provide evidence that Proceedings will be published or not published.**

**Make a statement & provide evidence that you are invited Keynote speaker or not a keynote speaker.**

**Explain how this project makes the applicant a better scholar or teacher in their field.**

**For any car rental, budget line items in 150 characters or less, must justify that expense rather than using the hotel courtesy transportation or other forms of transportation.**

<b>Travel Score Sheet</b> (Total points allotted =100) <b>FOR COMMITTEE USE—PLEASE DO NOT SCORE YOUR OWN APPLICATION</b>		
<b>The following scores will be assigned</b>	(Up to a maximum of )	<b>100</b>
<b>I. Actual Presentation</b>	(Up to a maximum of )	<b>60</b>
Invited speaker to National/International peer reviewed conference/professional meeting with published proceeding and abstracts		60
National/International peer reviewed conference/professional meeting with published proceeding and abstracts		55
Invited speaker to National/International peer reviewed conference/professional meeting with published abstracts		55
National/International peer reviewed conference/professional meeting with published abstracts		45
National/International peer reviewed conference/professional meeting without published abstracts and proceedings		35
Invited speaker to regional peer reviewed conference/professional meeting with published proceeding and abstracts		55
Regional peer reviewed conference/professional meeting with published proceeding and abstracts		45
Regional peer reviewed conference/professional meeting with published abstracts		35
Non-presentation attendance that will develop faculty skills provide essential training		40
Other reasons for Travel		30
<b>II. Other scoring criteria</b>	(Up to a maximum of )	<b>40</b>
Matching funds and documented source		30
Department Chair and Dean support		10
<b>Total points allotted</b>		<b>100</b>

# Research Narrative

For a **Research Proposal** complete the following.

**Indicate how the proposed activity assists the faculty in his/her activities in teaching and scholarship.**

**SUU class directly benefited by this request and how:**

*(150 characters or less)*

<b>Research Score Sheet</b> (Total points allotted =100) <b>FOR COMMITTEE USE—PLEASE DO NOT SCORE YOUR OWN APPLICATION</b>	
<b>I.</b>	<b>Project Description and Objectives</b>
	<b>60 points</b>
	Background and significance of Project. <i>Need is NOT the lack of the project or the lack of resources</i>
	Clearly state how the project will enhance teaching/learning/scholarship.
	Expected tangible/intangible results (include the expected long lasting benefits to SUU)
	Measurable objectives match the needs outlined in the project description.
	Budget and budget justification (10 points will be added here for a 20% or greater match)
<b>II.</b>	<b>Methods</b>
	<b>20 points</b>
	Work plan and schedule. Procedures/activities for achieving objectives are clearly described.
	Timetable for project phases and project completion. (Must be completed by June 30, 2005)
<b>III.</b>	<b>Evaluation and Dissemination</b>
	<b>20 points</b>
	Specify what kind of documentation will be written/presented that benefits the profession.
	Indicate how the results/findings of the proposed activity/project/travel will be disseminated to others.