

DATE: January 7, 2008

TO: CSB and SJU Faculty

FROM: Sheila Nelson, Chairperson
Faculty Development and Research Committee (FDRC)

RE: Professional Development Funds and Curriculum and Program
Development Funds

The deadline for submitting Professional Development and Curriculum and Program Development proposals is **February 20, 2008** for the grant period July 1, 2008 – June 30, 2009.

PROFESSIONAL DEVELOPMENT (PD) FUNDS are available to support individual projects contributing directly to the professional growth of the faculty member. These are competitive grants that may be used for all phases of research and creative work. FDRC expects that each faculty member will use departmental travel funds as part of the proposed budget for a project, insofar as possible. Student funding is no longer available with this grant.

CURRICULUM AND PROGRAM DEVELOPMENT FUNDS are available for individual departmental, or group projects aimed at improving curriculum and academic programs. These are competitive grants that may be used for stipends, materials, and travel for: (1) department curriculum planning and (2) developing new courses or new teaching techniques which require time and resources beyond ordinary faculty responsibilities.

The guidelines and application forms can be found at:
**Public Folders→All Public Folders→Academic→Faculty
Governance→Faculty Development and Research Committee→
Professional Development Funds.**

**Completed applications can be sent to Mary Jo Waggoner, Main 127,
CSB, or Shirley Kelly, Quad 141, SJU.**

FDRC will evaluate proposals and announce its recommendations.

CSB/SJU FACULTY DEVELOPMENT GRANTS

The Faculty Development and Research Committee (FDRC) invites proposals for individual and group faculty development projects. The CSB/SJU community recognizes many types of development; this program covers projects in the following two categories.

I. Curriculum and Program Development. FDRC supports projects for the improvement of teaching. Activities eligible for funding include, but are not limited to:

1. Department curriculum planning
2. Developing new courses and introducing new teaching techniques requiring time and resources beyond ordinary responsibilities.

No funding limit exists for these projects, but they must be self-sustaining upon the termination of the grant.

II. Professional Development. FDRC supports two dimensions of the work of the faculty member: (1) research, scholarship and creative work, and (2) personal growth and development related to one's career.

Research, Scholarship and Creative Work. FDRC supports research which leads to the advancement of knowledge and to the improvement of teaching. Activities eligible for funding in research, scholarship and creative work include:

1. Direct costs
2. Assistance in preparing publications

Personal Growth and Development Related to One's Career. FDRC supports projects which address a person's professional development. Some of the activities in this area include:

1. Research or study not necessarily intended for publication.
2. The conduct and dissemination of scholarly research designed to be shared with a general, rather than a specialized audience.
3. Developing new creative and intellectual skills.

Normally, projects intended to support individual professional development do not exceed \$5,000, and group scholarly/research projects do not exceed \$7,500.

ELIGIBILITY

- A. Individual project grants are awarded only to continuing full-time members of the CSB-SJU faculties. Group project grants may include other faculty, but the project director must be a continuing full-time member of the faculty.
- B. Proposals to support doctoral dissertation work will not be funded.
- C. Persons holding full-time administrative appointments are not eligible for funding.

Proposals should follow the attached guidelines.

PROCEDURE FOR FACULTY DEVELOPMENT GRANT PROPOSALS

A complete proposal must consist of the following components:

- A. Cover sheet (attached)
- B. Narrative description of the proposed project
- C. Budget (attached) and explanation
- D. Grant activity report (including dates and amounts of FDRC awards)
- E. **Letters of recommendation are not needed for proposals to present at a conference. If the presentation proposal has been accepted by conference organizers, include confirmation of acceptance. If the paper has not yet been accepted, confirmation must be submitted to the Dean's Office (c/o Mary Jo Waggoner or Shirley Kelly) when it is received in order for awarded funds to be released. For all other proposals, two letters of recommendation must be submitted simultaneously with the rest of the proposal. If the project has been accepted for publication, include a letter of intent to publish from the editor or publisher.**
- F. Evaluation plan (for departmental curriculum and program development proposals only)

The applicant is responsible for gathering and submitting all letters of recommendation and supporting documentation. The complete package must be handed in on time, as the committee cannot accept any late or incomplete proposals.

A. COVER SHEET

The cover sheet must follow the form of the attached sheet.

1. **The project director** is the single person primarily responsible for the proposal and implementation of the project.
2. **The project type** should classify which of the two types of projects applies, as described in the grant announcement.
3. **The project title** should succinctly describe the project in specific terms intelligible to a non-specialist.
4. **The objectives** of the project should be simple declarations, such as: "Students will learn about psychological research by conducting experiments in the lab," or "To find out what role group pressure plays in cult membership."
5. **The dates of project** should include the starting and completion dates. (The grant announcement restricts the dates to a particular fiscal year.)
6. **The amount requested** should match the total on the budget sheet.
7. **The list of project participants** should include the names and **signatures** of all participants in the project, including the project director.

8. **The number of pages** is a count of the number of pages in your proposal, including the cover sheet and letters of recommendation. This is necessary for confirming that no pages are lost while processing the proposal.

B. NARRATIVE DESCRIPTION OF THE PROJECT

This section, the main body of the proposal, should describe the purpose and scope of the proposal and explain how the objectives of the proposal are to be attained. Keep in mind the interdisciplinary make-up of FDRC. Be sure that the purpose of your proposal is accessible to the non-specialist.

The narrative should be no longer than two single-spaced typed pages. Curriculum proposals involving several courses may include one additional page per course.

The narrative does not need to follow a specific form, but it should cover the following areas:

1. **Describe the need that the project satisfies.** If the project is primarily “scholarly/creative,” you should describe briefly the nature of your work, how it fits into a larger framework of the body of knowledge in the area, etc. If it is primarily “teaching/curricular,” you should describe what the colleges currently offer in this area and how this project will be beneficial.
2. **Describe in some detail what you intend to do.** Be specific, and relate the procedure of your project to the overall objectives of the project. If possible, give a tentative timetable for the various phases of the project.
3. **Explain how the project fits into your plans for professional development.** Describe the project's benefits specifically. Will it improve some component of your teaching, develop a research skill, etc.?
4. **Describe the benefits to the CSB/SJU community.** For example, are students involved in the project? Is the topic of interest to other colleagues? If the project is “teaching/curricular,” identify any programs, departments, courses, etc. that would be affected by the project and indicate the level of their involvement in the planning process. If there are reasons it would be particularly advantageous to conduct your project now, include these reasons. If this project is similar to programs implemented elsewhere, give a brief description of these programs and what you know about them.

C. BUDGET AND EXPLANATION

This section includes two parts: the budget (following the form of the attached sheet) and an explanation of individual budget lines. The explanation may be omitted when no budget items merit further information.

The budget should include all expenses necessary to carry out the project effectively. All items must be reasonable, necessary to accomplish project objectives, and incurred during the grant period. Applicants should not jeopardize the success of the project by attempting to make a proposal more attractive by lowering the cost; at the same time, all expenses must be directly and explicitly related to the project proposed.

1. Stipends

Faculty stipends

- a. Stipends for summer work will be awarded not to exceed the rate of \$1,000 per month (plus fringe benefits) with a maximum of \$2,000.
- b. The budget explanation may attempt to explain the rationale behind the estimated amount of time. The reviewers may decide that the project does not require as many weeks as claimed and adjust the budget accordingly.
- c. Ordinarily, stipends will not be awarded for work done by faculty during the contract period of the academic year.
- d. Those who develop and lead on-campus workshops for faculty may receive \$130 per day for the workshop and a per diem based on the monthly stipend for preparation and follow up.
- e. Persons attending on-campus summer workshops funded by this program will receive up to \$100 per day for participation.
- f. In exceptional circumstances, proposals may request release time. The budget should include the cost of hiring replacement faculty, and the request should be supported by college administration.

Non-faculty stipends

- g. The colleges have separate grant programs for funding projects by students and staff. Students and staff participating in the project are not eligible for funding from faculty development grants, excepting stipends for staff providing support services.
 - h. Projects that require professional services, such as technical writing, etc., by persons other than the grant applicants should have a separate line item for such expenses.
 - i. Wages for secretarial help will be based on the prevailing hourly scale at CSB/SJU.
 - j. For professional service requests, the budget explanation should address the importance of the service and the rationale for the amount requested.
2. **Travel, Lodging:** Restrictions set by the colleges' Business Offices apply to these budget items. FDRC no longer funds food expenses.
 3. **Equipment (non-capital), Expendable Supplies** (Note: Capital items have a value of \$1,000 or more and a life-expectancy greater than one year.)
 - a. All non-expendable materials become the property of CSB/SJU.
 - b. Purchase of books may be a funded expenditure only in unusual circumstances. Except where the books are part of distributed workshop materials, all books purchased by grant funds become the property of CSB/SJU.
 - c. Certain services, such as Inter-Library Loan, that are normally free or charged at a nominal rate are sometimes taxed by particular projects. If you believe that your project may be one of these, contact the appropriate office that will be affected by your proposed project to see if the costs should be included as a separate line item.
 - d. For each line item under equipment and expendable supplies, the budget explanation should address the necessity for the item and the rationale for the amount requested.
 4. **Departmental Travel Funds:** When the project involves travel, and the budget does not include departmental travel funds, the budget explanation should explain briefly how departmental travel funds are being used.

5. **Total:** The faculty grant overview provides guidelines for the maximum amount for research projects (\$5,000 for individual projects, \$7,500 for group projects). Curricular projects can be for larger sums, but it should be kept in mind that the larger the request, the greater the need for justification of funds.

D. GRANT ACTIVITY REPORT

This section should list grants received by the applicants in the last four academic years, including both internal and external grants. The information for each grant should include the date, funding agency, grant program title, proposal authors, project title, and amount funded.

If the project is similar to other funded projects, the proposal should explain the relationship of the proposed project with the other projects.

This section may also address the relationship of the proposed project with work on external grants. Applicants are encouraged to consider possibilities for external funding.

E. TWO LETTERS OF RECOMMENDATION

Letters of recommendation are not required for applications for funding to present at conferences. All other proposals, including proposals to attend a conference, should include two letters of recommendation addressing the project, submitted simultaneously with the proposal. **All letters of recommendation** should address the contribution your project will make as well as an assessment of the likelihood your project will be successfully carried out. If the project has been accepted for publication, include a letter of intent to publish from the editor or publisher.

If a proposal to present has been accepted by Conference organizers, include correspondence confirming that acceptance. If your presentation has not yet been accepted, you are to submit a copy of your acceptance to the Dean's Office when it arrives. If you plan to attend a conference even if your proposal to present at that conference is ultimately rejected, state that clearly in your proposal and include two letters of recommendation affirming the importance that attending the conference will have on your professional development.

Except in unusual circumstances, neither letter **of recommendation** may come from the President, Provost or Academic Dean; letters from outside the colleges are welcome.

For curricular projects, one of the letters should be from the chair of your department. (Chairs submitting applications should solicit a letter from a former chair, senior departmental colleague, or division head.) This letter should address the following points:

1. What impact will the project have on the department?
2. Will the project require departmental resources and, if so, how will the department provide them?
3. Can the project be carried out as currently proposed?

If the project involves activities outside of your locus of appointment (for example, if you are

seeking funds that would provide training for you to teach outside of your department), an additional letter from the affected chair or senior administrator should address the impact of your project on the larger CSB/SJU community.

F. EVALUATION PLAN

An evaluation plan must be included in departmental proposals for curriculum and program development and must specify a qualified person who has agreed to evaluate the project. The plan should describe how each of the following questions will be assessed.

1. What was accomplished in the project?
2. How well were the objectives of the project met?
3. What impact will this project have on an advancement of knowledge in a discipline or interdisciplinary area, the applicant's and colleagues' professional development, the education of CSB/SJU students, and the CSB/SJU community?
4. What could have been done differently?
5. How could this committee or the various CSB/SJU offices be of more assistance in implementing supported projects in the future?

PROCEDURE FOR COMPLETING PROJECTS

At the termination of the grant, the grant recipient (project director) should submit an evaluation of grant activities to the Provost. This report will be forwarded to FDRC for use in determining future funding.

CRITERIA USED IN EVALUATING PROPOSALS

Please note that application for FDRC grants is a competitive process. While FDRC funds as many worthy requests as possible, the total amount of the requests always exceeds the total funds available for these awards.

Within the limits of available funds, FDRC will evaluate proposals submitted according to the following criteria:

- A. What is the overall quality of the proposal? Are the proposal's plan, timetable and activities specified and reasonable?
- B. To what extent does the proposal represent an increase of knowledge, further the education of students of Saint John's University/College of Saint Benedict, or help the applicant become a more productive member of the CSB/SJU community?
- C. Is the budget of the proposal proportional to the scope of the project? Projects that promise greater benefit at a lower cost are more likely to be funded at the amount requested.
- D. Is there adequate evidence that the applicant can successfully complete the proposed project in the time specified and for the amount requested?

- E. How does the CSB/SJU community benefit from the project? Questions such as "How involved are students in this project?" and "Can the results of this project be made accessible to the wider university community?" are relevant here.
- F. Does the project effectively make use of available CSB/SJU resources?
- G. Does the proposal contribute to a balanced use of institutional resources? For example, is there balance across disciplines and divisions in the distribution of funds? Is there balance between junior and senior faculty members? (This criterion will be used only when proposals are judged to be equal by other criteria.)

**Faculty Development Grant Application
COVER SHEET**

Applicant/Project Director: _____

Project Type: ___ Curriculum and Program Development
(check only one) ___ Professional Development

Project Title: _____

Objectives:

Dates of Project:

Amount Requested: _____

Names of Participants:	Signatures of Participants:
_____	_____
_____	_____
_____	_____
_____	_____

Number of Pages in Application (including this cover sheet): _____

