

Date: January 2024

To: CSB and SJU Faculty

From: Faculty Development and Research Committee (Co-Chairs: Ashley Fink & Allison Spenader)

FDRC invites applications for professional development and curriculum and program development funds.

Introduction to Types of Funding Available:

- **Academic Travel Fund – Overseen by the Dean of the Faculty (Page 2)**
 - Full-time faculty members are eligible for up to \$1750 in funding available each academic year – **FDRC does not review these requests.** These applications are submitted through Forms Manager and reviewed by the department chair, Academic Affairs staff, and the Dean of the Faculty. The types of requests supported and not supported by the Academic Travel fund are explained on page 2 in this document.
 - Academic Affairs will process requests on a rolling basis, and colleagues may submit multiple reimbursement requests each academic year up to the total of \$1750.

- **Professional Development Funding – Overseen by FDRC (Page 5)**
 - **Individual and group Professional Development (PD) grants up to \$5,000 (individual) \$7500 (group)** are available to support projects contributing directly to the professional growth of the faculty member which require time and resources beyond ordinary faculty responsibilities.
 - FDRC supports two dimensions of the professional development of the faculty member:
 - (1) research, scholarship, and creative work (ex: direct costs and conferences)
 - (2) personal growth and development related to one's career.
 - Applicants may apply for more than one grant in one fiscal year. The total of the grants may not exceed \$5,000 (individual) and \$7500 (group) in one fiscal year.

- **Curriculum and Program Development Funding – Overseen by FDRC (Page 10)**
 - **Individual and group Curriculum and Program Development (CPD) grants up to \$5000 (individual) or \$7500 (group)** 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:
 - Department curriculum planning.
 - Developing new courses or new teaching techniques that require time and resources **beyond ordinary faculty responsibilities.**

Academic Travel Fund Specific Guidelines

Full-time faculty members are eligible for up to \$1750 in funding available each academic year involving one application submitted through Forms Manager, and reviewed and approved by the department chair, Academic Affairs staff, and the Dean of the Faculty. Academic Affairs will process requests on a rolling basis, and colleagues may submit multiple reimbursement requests each academic year up to the total of \$1750. Should a single request exceed \$1,750, the faculty member will need to apply for professional development funds through FDRC. Read above for specific scenarios.

Once an Academic Travel Fund request has been approved, Academic Affairs will transfer the corresponding amount into the faculty travel line of the department's budget. The department coordinator and chair will be responsible for tracking and processing faculty members' reimbursements. The reimbursements will be processed through whichever business office the individual's department budget is housed in. For accounting purposes, departments should submit spreadsheets to Academic Affairs at the end of June that tracks these reimbursements.

When submitting an Academic Travel Fund Request, faculty members should be prepared to include the conference name and location (if applicable), a brief description of the activity, the title of the presentation (if applicable), an itemized budget of anticipated or actual expenses, other sources of funding utilized (if applicable), and the total amount requested.

Faculty are also encouraged to be good stewards of tuition dollars, seeking ways to minimize expenses when possible. The goal of the Academic Travel Fund is to make the work possible, not to cover every expense. The Academic Travel Fund should not be used when funds are available from other sources. Faculty with endowed chairs, and in many cases, faculty who serve as Center directors, should use endowed chair and Center funds instead of Academic Travel Fund or FDRC funds to cover travel expenses.

Eligible Academic Travel Fund requests (within the \$1750): Individual Submissions Only

- Travel to present scholarship or artistic work at an academic conference, through an oral presentation, poster, performance, or other public presentation.
- Travel to participate at an academic conference without presentation, so long as the participant articulates specifically how participation at the conference benefits one's scholarship or teaching.
- Travel to archives, museums, or research libraries.
- Fees for online conferences, workshops, and webinars (does not require travel).
- Travel to workshops and institutes designed to enhance scholarly or pedagogical knowledge or productivity.
- Travel to meet collaborators to work on a project culminating in publication, artistic display, or other review by peers.
- Travel to field sites, generally to get faculty to places to collect data, samples, images, interviews, etc.
- Travel to deliver seminar talks, or as an "invited speaker" to another university or college provided the host institution does not provide compensation.
- Travel to prepare for an exhibit or costs associated with delivery of materials.
- Travel associated with a member's professional organization meeting.

Note: Food expenses capped at \$225 per trip.

Types of activities NOT funded by the Academic Travel Fund, but may be submitted to FDRC for consideration, requiring a separate grant application:

- Requests greater than \$1750. ***See below for details**

- Equipment used for research and creative activities (capital and consumables, etc.)
- Selected support for publishing fees.
- Stipends for research or course development over the summer.
- Other research related expenses not covered above but within the oversight of FDRC.

***Regarding academic conference travel:** please read the information below carefully to help you decide if you should submit a request to FDRC or Academic Travel Fund, or both. There are multiple situations that could occur:

- If you have not applied for academic travel funds and your funding request is 1) less than \$1750 and 2) meets the eligibility criteria for academic travel fund, submit your application here: [Academic Travel Fund Form](#)
- If you have not applied for academic travel funds and your funding request is 1) more than \$1750 and 2) meets the eligibility for professional development, submit one application to FDRC and indicate you have not received any academic travel funding for the '23-24 fiscal year (this could include applications for an applicant to present at multiple conferences that would exceed \$1750 or direct research funding needs and conference travel that when added together exceed \$1750).
- If you have applied for and received academic travel funds and you want to submit a Professional Development (PD) request for more conference travel funding or professional development funding that would ultimately bring your total funding request to more than \$1750 for the fiscal year, please submit a PD grant to FDRC for the additional funds. In your budget, please indicate the amount of academic travel funds you have already been approved for.

Eligible requests through the Academic Travel Fund should be made through the online link [Academic Travel Fund Form](#). Requests are accepted continuously as long as there is funding available.

Deadlines for FDRC Proposals are as follows:

For the grant period July 1, 2023– June 30, 2024

- ~~First Call – Friday, 3 February 2023~~
- ~~Second Call (if funds remain) – Friday, 24 March 2023~~
- ~~Third Call (if funds remain) – Friday, 20 October 2023~~
- **Fourth Call (limited funds remain) – Friday, 2 February 2024**

For the grant period July 1, 2024– June 30, 2025

- **First Call – Friday, 2 February 2024**

Proposals for **retroactive** funding will receive consideration.

The FDRC requires submission of applications through forms manager where you will complete your application and upload the budget using the required budget template. Please upload your submission using this [link](#).

Budget Template Links

Professional Development Applications: [FDRC Professional Development Grant Request Budget Template](#)

Curriculum and Program Development Applications: [FDRC Curriculum Development Grant Request Budget Template](#)

Guidelines for how to develop a Professional Development or Program Development and Curriculum proposal as well as the criteria used to evaluate proposals are outlined below.

Please follow the guidelines and include all parts of the proposal in your submission. Missing information will result in the possibility of rejection without review.

Professional Development (PD) Grant Specific Guidelines

- Individual requests up to \$5000 per fiscal year
- Group requests up to \$7500 per fiscal year
- Applicants may apply for more than one grant in one fiscal year. The total of the individual grants may not exceed \$5,000.

Individual and Group Professional Development (PD) funds are competitive grants to support projects contributing directly to the professional growth of the faculty member which require time and resources beyond ordinary faculty responsibilities. Applicants may apply for more than one grant in one fiscal year if the total does not exceed the limit above. The two dimensions of professional development that are eligible for funding are described below.

- **Research, Scholarship and Creative Work.** FDRC supports research and creative work that 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 (e.g., research supplies).
 2. Assistance in the preparation of publications, artifacts, and publishing fees. ^
 3. Costs associated with conference presentations or attendance exceeding \$1,750. (For requests \$1,750 or less, apply instead for [Academic Travel Funds](#))
 4. Food expenses are supported for up to \$225 per trip; childcare expenses are not supported.
 5. Equipment costs up to \$1000; individual pieces of equipment over \$1000 are considered capital expenditures and should be submitted as capital requests for review by APBC.
- **Personal Growth and Development Related to One's Career.** FDRC supports projects that 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.

^Assistance in preparation of publications, artifacts, and publishing fees is defined as: expenses associated with preparing a manuscript for publication. This may include photocopying, graphics preparation and indexing. Page charges may be covered for publications and in contexts deemed reputable and necessary. Translation may be covered. Multi-authored publications are supported proportionate to the number of co-authors of the publication, with costs expected to be shared among authors, even when from more than one institution. Authors should request discounted publishing fees or financial assistance for undergraduate institutions. If you are applying for funds for publishing fees, you should comment on why this journal was chosen to publish your data. If subvention is required by a publisher, FDRC will consider funding reasonable requests with reputable publishing houses. Data entry, keyboarding, proof-reading/editing are not ordinarily supported.

For creative and performing artists, FDRC will be flexible about covering expenses of exhibition and performance. The limit for funding preparation of publication(s) or artifact(s) is \$2,000 per grant cycle. All Projects must be fully self-sustaining upon the termination of the grant.

Eligibility

- Individual project grants are awarded only to continuing full-time members of the CSBSJU faculties.

- Group project grants may include other faculty if the project director is a continuing full-time member of the faculty.
- Proposals to support doctoral dissertation work will not be funded.
- Persons holding full-time administrative appointments are not eligible for funding.

PROFESSIONAL DEVELOPMENT APPLICATION – below are the sections of the professional development application that will appear in forms manager. The guidelines described should assist you in completing each section. Submit your proposal [here](#).

1. **Project Title:** succinctly describe the project in specific terms intelligible to a non-specialist.
2. **Describe the Project Goals:** 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.” They should be at the top of the application and clearly marked.
3. **Describe the Need the Project Satisfies:** If the project is primarily “scholarly/creative” professional development, 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” professional development, you should describe what the colleges currently offer in this area and how this project will be beneficial. **This should be no longer than two paragraphs.**
4. **Describe What You Intend to Do:**
 - a. Describe in some detail what you intend to do, being specific and relating the procedure of your project to the overall objectives of the project. Again, please use language intelligible to a non-specialist.
 - b. If possible, provide a tentative timetable for the various phases of the project.
5. **Explain How the Project Fits Your Plans for Professional Development:** Describe the project’s benefits specifically. (Leave blank for course development grants.)
6. **Describe the Benefits to CSB and SJU Community:** You may already have addressed this in the “Need” section, but if additional benefits will occur, include those here. 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. If there are reasons it would be particularly advantageous to conduct your project now, include those reasons. If this project is similar to programs implemented elsewhere, give a brief description of these programs and what you know about them. *Given the competitive nature of the grants, the committee will look for strong justification of the amount and use of money and links to its value to the college/university.*
7. **Grant Activity Report:**
 - a. Include a history of funding awarded by the FDRC in the last three years. Include the amount received, purpose of funding, a brief explanation of the outcomes, and an acknowledgment that the report was submitted to the Provost’s Office.
 - b. If the project is similar to other funded projects in the past five (3) years, the proposal should explain the relationship of the proposed project with the other projects.
 - c. This section also may address the relationship of the proposed project with work on external grants. *Applicants are encouraged to consider possibilities for external funding.*

8. **One Letter of Recommendation**^{*^}: Letters of recommendation should be signed and on letterhead. Applicants are responsible for getting letters of recommendation to accompany their application in one of two ways:
- Emailing the letter to Mary Jo Waggoner in the Academic Affairs office.
 - The letter could also be included as part of the application and submitted by the applicant.

All letters should address the following:

- The contribution your project will make.
- An assessment of the likelihood your project will be successfully carried out as proposed.

Source of Letters: Except in unusual circumstances, letters of recommendation may not come from the President, Provost, Dean of the Faculty, or Academic Dean; letters from colleagues at other colleges or universities are welcome.

Regarding late or incomplete proposals due to late supporting letters: applicants must **provide a completed proposal that includes supporting letters by the due date of the call. Letters arriving after the deadline may result in rejection of the proposal.**

*Letters of recommendation are not required for funding to only present at or attend an academic conference.

[^]If the applicant is developing a study abroad experience, a letter from the director of the Center for Global Education is required.

Budget (with Justification)

Please download the Microsoft excel budget template attached to the call for proposals or from the academic affairs website and complete with your projected expenses. You will upload this excel worksheet in the forms manager with your application submission. Please include descriptions and justifications for costs in the appropriate areas, see below for details.

A. Travel and registration costs

- Please include the name and location of your conference.
- Please indicate projected costs and describe details of each of the costs in the space provided in the template. For example – if you're asking for 3 nights in a hotel at \$150 per night – indicate that as your justification and then enter \$450 into the actual budget.
- Food expenses are capped at \$225 per trip.
- Failure to provide details on projected expenses or justification of expenses may result in rejection of the proposal. Please see example budgets located on the FDRC webpage [here](#).**

B. Stipends:

- Stipends for summer work in one fiscal year (July 1-June 30) will be awarded not to exceed the rate of \$1,000 per month (plus fringe benefits) with a maximum of \$2,000.
- 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.
- Ordinarily, stipends will not be awarded for work done by faculty during the contract period of the academic year.
- Stipends are reserved for projects that are extraordinary, or above and beyond expected normal

responsibilities of a faculty member. Scholarship and creative work, as well as course preparation, is typically part of the normal responsibilities of a faculty member.

C. Non-Capital Equipment (i.e., equipment worth less than \$1,000) and Expendable Supplies:

Note: "Equipment," to be distinguished from "expendable supplies," has a life-expectancy of greater than one year. "Capital" equipment is defined as equipment worth \$1,000 or more. Proposals for capital equipment should be submitted to the Academic Planning and Budgeting Committee (APBC).

- a. All equipment becomes the property of CSBSJU.
- 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 CSBSJU.
- 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.

Revisions to Budget

- a. Applicants are expected to be good stewards of institutional resources. Funds that are unspent are returned to the institution.
- b. Applicants are expected to follow the original budget submitted with the request, with some allowance for shifts between itemized expenses identified in the original request (e.g., cost of airfare is higher than originally estimated), as long as the total does not exceed the amount awarded.
- c. Significant revisions to the budget (expenses not identified in the original request) must be approved by FDRC. Applicants should submit a one-page budget revision request to the chair of FDRC and copied to the dean of the faculty. The budget revision request should list the original itemized budget, the proposed revised itemized budget, and a brief rationale for the changes. The revised budget should not exceed the original amount funded. If FDRC cannot review the request, the dean of the faculty will make the final decision about the request.

*If you have already received academic travel funds for this year, please see first page for how to inform the FDRC committee what you have received.

Summary Report:

A one-page report of the project must be submitted to the Provost's office within 1 month following the completion of the project. File your report electronically at <http://www.csbsju.edu/facultystaff>. Evidence of success with any previous grants will be a criterion for assessing the current grant application. An applicant with no previous grants will not be penalized. The report must include the Project Director's name, the Project Title, an assessment of how well the proposed outcomes were met, proposed budget and actual expenditures, and the impact the project has

had on the applicant, the department, and/or the CSB+SJU community.

Keep in mind that evidence of success with any previous grants indicated in these summary reports will be used as criteria for assessing future grant applications. Failing to submit the report will impact your requests for funding. An applicant with no previous grants will not be penalized.

Curriculum and Program Development (C&PD) Specific Guidelines

- Individual requests up to \$5000
- Group requests up to \$7500
- Applicants may apply for more than one grant in one fiscal year. The total of the individual grants may not exceed \$5,000.

Curriculum and Program Development (C&PD) 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 developing new courses or new teaching techniques that require time and resources beyond ordinary faculty responsibilities. This might be applicable to:

- Department curriculum planning.
- Developing new courses or new teaching techniques that require time and resources beyond ordinary faculty responsibilities.

Projects must be fully self-sustaining upon the termination of the grant.

Eligibility

- Individual grants are awarded only to continuing full time faculty members at CSB & SJU.
- Group project grants may include other faculty as long as the project director is a continuing full-time member of the faculty.
- Persons holding full-time administrative appointments are not eligible for funding.
- In addition, it should be noted that **the committee reserves the right to prioritize funding to persons who have received less than \$10,000.00 funding in the last 3 years.**

CURRICULUM AND PROGRAM DEVELOPMENT APPLICATION - below are the sections of the professional development application that will appear on the form in forms manager. The guidelines described should assist you in completing each section. Submit your proposal [here](#).

1. **Project Title:** succinctly describe the project in specific terms intelligible to a non-specialist.
2. **Describe the Project Goals:** should be simple declarations, such as: "Seven faculty from Biology department will redesign the laboratory portion of the introductory biology curriculum."
3. **Describe the need that the project satisfies:** You should describe what the colleges currently offer in this area and how this project will provide new or unique opportunities for students.
4. **Describe What You Intend to Do:**
 - a. Describe in some detail what you intend to do, being specific and relating the procedure of your project to the overall objectives of the project. Again, please use language intelligible to a non-specialist.
 - b. Provide a tentative timetable for the various phases of the project. Please be explicit.
5. **Describe the benefits to the CSBSJU community:** Identify any programs, departments, courses, etc. that

would be affected by the project and indicate the level of their involvement in the planning process. Describe why it would be particularly advantageous to conduct your project now. If this project is similar to programs implemented elsewhere, give a brief description of these programs and what you know about them. *Given the competitive nature of the grants, the committee will look for strong justification of the amount and use of money and links to its value to the college/university.*

6. **Evaluation Plan: An evaluation plan must be included in C&PD proposals and must specify a qualified person who has agreed to evaluate the project.** The plan should answer each of the following questions:
 - a. How will you assess what was accomplished in the project?
 - b. How will you assess how well the objectives of the project were met?
 - c. How will you assess what impact this project will have on an advance of knowledge in a discipline or interdisciplinary area, the applicants' and colleagues' professional development, the education of CSB+SJU students, and the CSB and SJU community?
 - d. How will you assess what could have or should have been done differently?
 - e. How will you assess what additional assistance from CSB and SJU would be helpful in implementing supported projects in the future?
7. **Grant Activity Report:**
 - a. Include a history of funding awarded by the FDRC in the last three years. Include the amount received, purpose of funding, a brief explanation of the outcomes, and an acknowledgment that the report was submitted to the Provost's Office.
 - b. If the project is similar to other funded projects in the past three years, the proposal should explain the relationship of the proposed project with the other projects.
 - c. This section also may address the relationship of the proposed project with work on external grants. *Applicants are encouraged to consider possibilities for external funding.*
8. **One Letter of Recommendation: Letters of recommendation should be signed and on letterhead. Applicants are responsible for getting letters of recommendation to accompany their application in one of two ways:**
 - c. Emailing the letter to Mary Jo Waggoner in the Academic Affairs office.
 - d. The letter could also be included as part of the application and submitted by the applicant.

All letters should address the following:

- f. The contribution your project will make.
- g. An assessment of the likelihood your project will be successfully carried out as proposed.

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

If the project involves curricular changes in your department, then the letter of recommendation should be from the chair of your department. Chairs submitting applications should solicit a letter from a former chair, senior departmental colleague, or the academic dean. A similar process should be followed in cases where the potential for conflict of interest may prevent a chair from writing a letter for a romantic partner or spouse.

The "chair's letter" should address the following points:

- A. What impact will the project have on the department?

- B. Will the project require departmental resources, and, if so, how will the department provide them?
- C. Can the project be carried out as 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 and SJU community.

An additional letter from the director of the Center for Global Education in support of development of a study abroad experience is required.

Regarding late or incomplete proposals due to late supporting letters: applicants must **provide a completed proposal that includes supporting letters by the due date of the call. Letters arriving after the deadline may result in rejection of the proposal.**

Budget (with Justification):

Please download the Microsoft excel budget template attached to the email with the call for proposals or academic affairs website and complete with your projected expenses. You will upload this in the forms manager with your application submission. Please include justification in the appropriate areas. For curriculum and program development grants, the larger the request, the greater the need for justification of funds.

A. Travel and registration costs

- a. Please include the name and location of your conference.
- b. Please indicate projected costs and describe details of each of the costs in the space provided in the template. For example – if you're asking for 3 nights in a hotel at \$150 per night – indicate that as your justification and then enter \$450 into the actual budget.
- c. Food expenses are capped at \$225 per trip.
- d. **Failure to provide details on projected expenses or justification of expenses may result in rejection of the proposal. Please see example budgets located on the FDRC webpage [here](#).**

B. Stipends:

- a. Stipends for summer work in one fiscal year (July 1-June 30) 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 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 summer workshops funded by this program will receive up to \$100 per day for participation.
- f. Stipends are reserved for projects that are extraordinary, or above and beyond expected normal responsibilities of a faculty member.

- g. In most circumstances course development is a normal responsibility of the faculty in the course and is not funded.
- h. However, exceptional curricular changes or plans may be funded not to exceed \$1500.00 per course.

C. Non-Capital Equipment (i.e., equipment worth less than \$1,000) and Expendable Supplies:

Note: "Equipment," to be distinguished from "expendable supplies," has a life-expectancy of greater than one year. "Capital" equipment is defined as equipment worth \$1,000 or more. Proposals for capital equipment should be submitted to the Academic Planning and Budgeting Committee (APBC).

- a. All equipment becomes 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.

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.

Revisions to Budget

- a. Applicants are expected to be good stewards of institutional resources. Funds that are approved, but unspent are returned to the institution.
- b. Applicants are expected to follow the original budget submitted with the request, with some allowance for shifts between itemized expenses identified in the original request (e.g., cost of airfare is higher than originally estimated), as long as the total does not exceed the amount awarded.
- c. Significant revisions to the budget (expenses not identified in the original request) must be approved by FDRC. Applicants should submit a one-page budget revision request to the chair of FDRC and copied to the dean of the faculty. The budget revision request should list the original itemized budget, the proposed revised itemized budget, and a brief rationale for the changes. The revised budget should not exceed the original amount funded. If FDRC cannot review the request, the dean of the faculty will make the final decision about the request.

Summary Report: A report of the project must be submitted to the Provost's office within 1 month following the completion of the project. File your report electronically at <http://www.csbsju.edu/facultystaff>.

Evidence of success with any previous grants will be a criterion for assessing the current grant application. An applicant with no previous grants will not be penalized.

The report includes: The Project Director's name, the Project Title, an assessment of how well the proposed outcomes were met, proposed budget and actual expenditures, and the impact the project has had on the applicant, the department, and/or the CSB+SJU community.

Keep in mind that evidence of success with any previous grants indicated in these summary reports will be used as criteria for assessing future grant applications. Failing to submit the report will impact new requests for funding. An applicant with no previous grants will not be penalized.

Criteria used in evaluating applications/proposals

Please note that this is a competitive process. While FDRC funds as many worthy requests as possible, it may receive requests that exceed the available funds. FDRC will evaluate proposals according to the following criteria:

- Does the proposal meet the requirements set out in that category? What is the overall quality of the proposal?
- 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?
- 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.
- Are the proposal's plan, timetable, activities, budget specified and reasonable? Is there adequate evidence that the applicant can successfully complete the proposed project in the time specified and for the amount requested?
- How does the CSB+SJU community benefit from the project? Questions such as "How involved are students in this project?", "How do students benefit from this project?", and "Can the results of this project be made accessible to the wider university community?" are relevant here.
- Does the project effectively make use of available CSB+SJU resources?
- Is there clear evidence of effectiveness and success in completing previous grant projects?
- Were reports filed with the Provost from previous FDRC funds received?
- **The committee reserves the right to prioritize funding to persons who have received less than \$10,000 funding in the last 3 years.**

In its distribution of funds, the committee will put the quality of the proposals at the top of our list of considerations. We will also look at the proposals as a group and aim for a balanced use of institutional resources (balance across disciplines and ranks and time since previous grants). If you have questions, please contact this year's committee co-chairs: Ashley Fink (afink@csbsju.edu) or Allison Spenader (aspenader@csbsju.edu)