



2012 FACULTY SCHOLARSHIP AND INNOVATION GRANTS REQUEST FOR PROPOSALS

PURPOSE OF THE GRANTS:

The Faculty Scholarship and Innovation Grants are designed to support the development of innovative scholarly, creative, and instructional projects—as well as those at the intersections of scholarship, teaching, and/or service—that are clearly above and beyond normal faculty responsibilities and/or administrative assignments, including faculty workload reassignments.

Projects that are: 1) interdisciplinary in nature; 2) promote undergraduate student research; or 3) might lay the groundwork for curriculum revisions appropriate for the new Core implementation are especially encouraged. However, course development proposals that fall within the current phase of the Core implementation process should be submitted to Heidi Northwood for consideration through the Core implementation process.

A new category has been added this year for those seeking external funding, and faculty are encouraged to apply. Fundable activities might include completing an external grant proposal, exploring the feasibility of external funding for a previously piloted project, or travel expenses related to meeting with granting agencies. To be considered in this category, prior consultation with Diane Enerson as Interim Director of the Office of Sponsored Programs and Faculty Research is required. She will work with you to find the best funding match for your project as well as work with you to ensure the strongest possible proposal is submitted.

It is expected that most projects will be completed within a year. A project may be considered for a second year of funding only if all previous assessments (vignette and questionnaire) have been submitted and the request is accompanied by a 1 - 2 page (250-500 words) progress report that clearly indicates:

- a. What progress has been made,
- b. What was learned,
- c. Why is an additional year of funding required, and
- d. What will be accomplished in the next phase of the project?

A request for continued funding that is not accompanied by a complete assessment will not be considered for funding.

Each project is capped at \$2,000, including a maximum compensation of \$1,500. Maximum combined compensation for any individual who will be part of two projects is \$2,000.

Requests for compensation will be considered if and only if: 1) the work involved is above and beyond an individual's assigned responsibilities; 2) all individuals receiving compensation are listed as co-proposers; 3) all expectations from previous grants have been met; and 4) the

requested amount fits within the compensation schedule that follows.

COMPENSATION SCHEDULE:

\$500	Improvement of limited elements of a course or revisions to an existing project/work
\$700	Comprehensive course revision or foundational work for a scholarly agenda
\$1,000	Basic curriculum development or completion and/or publication* of an existing project
\$1,200	Innovative curricular or course development or establishing a viable research agenda
\$1,500	Innovative development publication or original study/analysis with publication*

*Must indicate where you will submit for publication. Compensation that includes publication is considered final. An additional grant will not be awarded for subsequent attempts at publication.

Proposals for course revisions or development in a faculty member's area of expertise are considered a normal part of the job and cannot be funded.

Compensation for projects seeking external funds will be determined on a case-by-case basis in light of the level of work that will be involved.

Each faculty member may submit (or be part of) no more than two projects per year with a maximum annual compensation of \$2,000 per individual. *All faculty who will receive compensation as part of the funding process must be listed as co-proposers.*

Requests for salary compensation for Nazareth staff *must* 1) justify hours above their normal work schedule and 2) be accompanied by the *Staff Additional College Work Form*. Please read *Staff Additional Work Policy* located on the Human Resources website at: <http://www.naz.edu/human-resources/policies>.

ALLOWABLE EXPENSES OTHER THAN COMPENSATION:

Requests for expenses other than personal compensation must be fully justified and must include a detailed and itemized budget not to exceed \$1,500. The total grant request must not exceed \$2,000. Travel must be fully justified and cannot exceed \$1,500. *Requests for expenses that do not include an itemized budget will not be considered.*

Salaries for an assistant or student worker are considered an expense and cannot exceed the minimum work-study wage level unless the proposal clearly justifies why the minimum wage will not be sufficient. Faculty who wish to include student salaries as part of the project should consult with Diane Enerson (2380) prior to submitting a proposal.

Travel to conferences and training cannot be funded. All other travel must be fully justified (and itemized in detail) with specifics of why each location is essential to the project and cannot exceed \$1,500.

CRITERIA FOR SELECTION:

- Contains in the first paragraph of the proposal a clear (1-2 sentences) statement of the goal of the project.
- Clearly articulates how the project aligns with the grant objectives and is well written.
- Articulates what the long-term benefits to students, the faculty member, and/or Nazareth College community will be.
- Course innovation and improvement projects unambiguously articulate: 1) what the potential impact on student learning will be; and 2) a plan for assessing that impact.
- Demonstrates a capacity to become self-sustaining.
- Identifies how the project will enhance your professional development and/or student learning.
- Previous projects have met all specific grant requirements.

TIMELINE:

- Call for proposals: Early December 2011
- Proposals due to Department Chair: February 1, 2012
- Proposals due to Dean: February 8, 2012
- Proposals due to CTE: February 12, 2012
- Proposals reviewed by Committee: March 2012
Proposals will be reviewed (and decisions made) by a selection committee, which will include representatives from 4 elected faculty committees (Faculty Executive, Faculty Development, Core, and Curriculum), Deans, and the Director of the Center for Teaching Excellence.
- Notification letters sent: April 2012
- Deadline for submission of original receipts for reimbursement: September 24, 2012
- Project vignettes due: October 22, 2012

All grants must be submitted on the required Proposal Application Form. They should be saved and submitted electronically as 2003 Word document email attachments.

All grants must have the approval of your department chair by February 1, 2012 and should be forwarded to your dean for approval by February 8, 2012. Your dean will forward the approved proposals for committee consideration. A letter of support from a colleague may also be submitted when appropriate.