

# Faculty Development Grant Guidelines

**The due date for proposals will be posted on the CISE website.**

## Purpose

The College of Integrated Science and Engineering (CISE) offers Faculty Development Grants to stimulate and assist teaching effectiveness, advance scholarly agendas, or assist in developing service activities, while also reflecting the goals of the academic unit, college, and university. Proposals in any field of creative activity may be submitted. Faculty members are especially encouraged to consider projects involving student activity and/or interdisciplinary activity. Grants are to be used to sustain activities necessary to complete the proposed activities, including travel expenses and other related costs (see budget section for restrictions). Each grant award will not exceed \$5,000, with most awards anticipated being in the \$1,000 to \$4,000 range.

## Endorsement and Application

*Project proposals must be endorsed by academic unit heads.* Applicants should share their proposals with their AUH in a timely manner in the interest of comprehensive planning and successful application completion. **Proposals involving more than one faculty member must be submitted by the faculty member who will act as the lead faculty and/or principal investigator (PI). Applicants serving in this role will not only need an endorsement from their academic unit head, they will also need to confirm that they are acting with the advance agreement of the AUH for all other colleagues involved.**

The following documents will need to be submitted to Laura Butler by the deadline. You will also need to arrange for your AUH to submit an endorsement letter to complete your application. Arrange your submission plans with your Academic Unit Head to assure that he or she will be able to submit on your behalf before the deadline.

### **APPLICATION CHECKLIST OF REQUIRED ELECTRONIC MATERIALS**

- Project summary (**not to exceed 200 words**) and project narrative (not to exceed four double-spaced typed pages or 1,000 words, exclusive of citations)
- Budget for grant
- Current Vitae for all involved faculty members (**not to exceed two pages per person**)
- If you, or a member of the research team, have received a CISE Faculty Development Grant in the past five years, include the brief summary report produced following that grant activity in this application
- Endorsement letter from academic unit head

**INCOMPLETE PROPOSALS (or proposals that do not adhere to the checklist above) WILL NOT BE CONSIDERED**

## Eligibility

The program is open to full-time faculty members of the College, including academic unit heads. Each grant is awarded with the understanding that the recipient will devote sufficient time and energy to ensure successful completion of the project. Faculty members may be part of more than one Development Grant submissions, however, typically only one grant will be

awarded to any given faculty member. Proposals will be accepted from individual faculty members for or on behalf of a team. If proposals are submitted on behalf of a team, the lead faculty or PI must be a full-time faculty member in the College of Integrated Science and Engineering. Junior faculty are particularly encouraged to apply.

## Reports and Acknowledgements

**At the completion of grant activities, a brief summary report detailing project accomplishments and describing the benefits of the grant activity must be submitted to the CISE Office of the Dean by following September.** Also, the report should be submitted to the relevant Academic Unit Head as part of the FAR (Faculty Activity Report) for the academic year. Additionally, the recipients may be asked to share information about their grant-funded activities in a CISE or campus forum or event.

## Guidelines for Proposal

The Faculty Leaves and Grants committee (FLAG) and the CISE Dean's office strongly recommends conforming to the following format.

### **Project Summary:**

Include a short and descriptive project title and a one-paragraph abstract.

### **Narrative:**

Project descriptions will vary with specific intentions of the principal investigators. The proposal must provide information on methodology, scholarly and or pedagogical significance and other relevant matters; however, the proposer should not presume extensive knowledge of the subject by the reviewers. This description of the project is the only demonstration that the College FLAG Committee will have of the substance and potential of your proposed activities. Therefore, since members of these committees may not have a specialized knowledge of your field, the proposal must describe the project in plain, non-technical English. Project descriptions should do the following:

- State clearly and briefly a problem to be addressed.
- Incorporate statements concerning justification of the project, including a concise review of pertinent literature or state of affairs.
- State the objectives of the project and their relationship to individual professional goals, unit mission and goals, and/or University mission and goals.
- State the procedures to be used.
- Indicate the nature and extent of student involvement, if any.
- Include a timeline covering all project activities and major benchmarks for assessing progress.
- State what future scholarly activities or pedagogical intervention/development might be expected as a result of the grant.

The proposer should also note research and scholarly activities that might occur after conclusion of the grant, enabling the investigator to seek external funding for long-term project support. These activities could include continued research, publication or presentation in a professional forum. **The narrative of the proposal should not to exceed four double-spaced typed pages or 1,000 words.**

### **Budget:**

**A detailed budget is required.** The budget should clearly link specific activities of the proposal with anticipated costs. College support of each grant will not exceed \$5,000. Review the Guidelines for Expending Funds, which is available on the CISE website. These regulations and rules are very important when planning for the Grants you will be submitting. **All awarded funds must be spent by mid-May**, including travel, supply purchases, payments to subjects etc.

## Criteria/Governing Policies

The CISE Faculty Leaves, Awards, and Grants (FLAG) Committee will make recommendations to the Dean based on the following criteria and governing policies:

- Proposals for teaching grants may include activities related to program development, curriculum development, course revision or refinement, development of assessment techniques, and the use of technology in instruction.
- Support will not be given to projects intended for funding by publishers and directly related to remunerative publication contracts.
- All research projects must abide by all JMU policies, including IRB, animal care, and intellectual property.
- Final choices will be based upon judgments made by the Faculty Council or its appointees regarding the relative merit of each proposal.

## Evaluation Procedures

Grants will be evaluated in a manner to be determined by the college FLAG committee. An evaluation developed by the FLAG committee will be used to evaluate and rank proposals. This evaluation matrix is posted on CISE website. The FLAG committee will make recommendations regarding funding to the Dean, who will make final decisions regarding awards..

## Notification of Grant Award

The Dean of the College will notify grant recipients as soon as possible.