

# GENERAL EDUCATION COUNCIL SUMMER GRANT PROGRAM

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## *GUIDELINES AND ATTACHMENTS SUMMER 2014*

February 24, 2014 (noon) Proposals due to appropriate Cluster Coordinator(s) for review

February 28, 2014 (noon) Cluster Coordinators submit reviewed proposals to the General Education Program Office with endorsements

March 7, 2014 GEC Grant Committee announces Summer Grants awarded

### **Purpose:**

The primary purposes of General Education Council Summer Grants are to strengthen and encourage collaboration among faculty in relation to teaching in the General Education program. Collaboration is expected and welcome both within and across General Education Clusters. GEC Summer Grants are awarded to groups of faculty engaged in collaborative course modification, improving alignment across sections, exploring new pedagogies, or other projects relevant to the General Education program.

For summer 2014, grants that address collaboration will be given special consideration. Grant proposers are welcome to promote collaborative efforts within a Cluster area or course, across Clusters areas, or across Clusters. To be considered collaborative, there should be at least 3 General Education faculty participants.

### **Review of Proposals:**

Each proposal will be evaluated by the GEC Grant Committee. Only complete proposal submissions will be reviewed by the committee. The quality of the proposal will be evaluated on the following criteria:

- To what extent does the proposal encourage and support collaboration among faculty?
- How well does the stated purpose of the proposal describe its relevance to the General Education program?
- Is the proposal appropriate for the General Education program?
- To what degree does the proposal strengthen the General Education program?
- How well does the proposal describe the various activities/products planned during the course of the grant work?
- Is the budget appropriate?

**General Guidelines:**

1. The Grant Proposal Format, Budget, and Endorsements (see Attachments) must be followed for all submissions.
2. Faculty members are strongly encouraged to discuss ideas for grant proposals with the appropriate Cluster Coordinator/s to determine feasibility and need of potential grant work.
3. Grants will be awarded for \$2000.00 to \$4000.00
4. Funding may be applied to stipends, software, supplies and refreshments.
5. If appropriate, money for stipends will be allocated at the rate of \$150 per day per person for a full day's work related to the grant activity. It is expected that projects will involve multiple participants usually from multiple academic units.
6. 12-month employees are NOT eligible to receive a stipend, but they are welcome to apply for and participate in grant opportunities.
7. Inclusion of adjunct faculty must be in compliance with the state guidelines for yearly hourly average.
8. The GEC Grant Committee reserves the right to contact the grant director(s) for additional information and/or clarification.
9. Written grant reports must be submitted to the Office of General Education by Monday, September 29, 2014. These reports should include the following:
  - a review of activities supported by the grant;
  - an accounting of the disbursement of funds; and,
  - if appropriate, products such as course proposals, curriculum guides, or other items related to the work of the participants.
10. Grant recipients should be prepared to offer a no more than 15-minute oral or video presentation to the GEC on the results of the grant during a regular General Education Council meeting during October or November 2014.
11. Examples of previously funded grant proposals are available upon request.

Should you have any questions, please contact any of the five Cluster Coordinators (<http://www.jmu.edu/gened/staff.shtml>).

**The deadlines for submissions this year are as follows:**

Proposals (including Attachment A, The Budget) should be sent electronically to the appropriate Cluster Coordinator(s) by noon on Monday, February 24, 2014. Signature pages should be submitted separately in hard copy form.

Cluster Coordinators will review and submit approved grant proposals to Tanya Fitzpatrick ([fitzpatm@jmu.edu](mailto:fitzpatm@jmu.edu)) in the Office of General Education in either hard copy (signature pages) or electronic form (whichever is most appropriate) for distribution to the GEC Grant Committee by noon on Friday, February 28, 2014.

The GEC Grant Committee will announce decisions by Friday, March 7, 2014.

# GEC Summer Grant Proposal Format

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Proposals for General Education Summer Grants MUST include the following:

## **I. Information Sheet** (one page)

A. *Title*. Give a brief title.

B. *Director(s)/Participants*. Include names of the individual/s submitting the grant proposal and who will be responsible for its implementation (the Director/s) and those other individuals who will have involvement in the grant activity (the Participants). If the specific individuals who will be participants are unknown at the time of the grant submission, then provide the number of individuals that will be expected to participate and those academic units involved.

C. *Purpose*. Give a brief statement concerning the purpose of the proposal and its relevance and contribution to the General Education program. Describe how this proposal benefits students and faculty. If appropriate, describe and how the grant will affect what is currently in place.

## **II. Narrative** (no more than 1000 words)

A. *Activity/Product*. If the proposal entails primarily activities, describe the activities to be funded and, if appropriate, give proposed dates for summer workshops/projects. Clearly identify the intended outcomes of the activities. If the proposal is to be used for developing products such as syllabi or teaching modules, then give a detailed explanation of how these will be created. It is strongly recommended that faculty who are developing a new course spend some time interacting with the other faculty teaching in the cluster for the purpose of maintaining coherency within the shared content and/or concepts of that cluster. Cite any relevant sources.

B. *Timeline*. Give dates of relevant activities related to the grant work undertaken and the date of submission of the grant report. The deadline for the submission of grant reports is September 29, 2014.

C. *Deliverables/Product*. Please state and briefly describe the products or deliverables that will be shared with the General Education Council.

## **III. Budget** (Attachment A)

## **IV. Endorsement Forms** (Attachments B and C)

The grant proposal must include completed and signed Endorsements Forms, as needed. Signatures of the grant director(s) and the appropriate Cluster Coordinators, Department Heads/School Directors, and Deans are required.

**Consideration will be given only to those proposals that conform to the above detailed format.**

# Budget

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## *Attachment A*

Please include all relevant information, adjusting the form as necessary

1. Name of **Applicant(s)** Stipend(s)
2. Name of **Participant(s)** in addition to applicant(s) and desired stipend(s)
  - a. Please identify any individual on a 12-month contract that is included in this proposal. 12-month contract employees cannot be offered a stipend for work that would occur within a typical work week.
  - b. Please identify any individual that is an adjunct faculty member. Stipends and work load must be in compliance with university requirements for yearly hourly average.
3. List and estimated cost of **supplies** (if any):
4. Estimated cost of **food** (if any):
5. **Total** budget request:
6. Date by which budget will be spent: Prior to 30 June 2014 or after 1 July 2014

# GEC Summer Grant Endorsement Form

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## *Attachment B*

Please include all relevant information, adjusting the form as necessary

1. Proposal Title:
2. Cluster:
3. Date of Proposal Submission:
4. Date of Grant Report Submission:
5. Abstract or Purpose:

Name	Signatures
<b>Grant Director/s:</b>	
Name:	
Department/School:	
Name:	
Department/School:	
Name:	
Department/School:	
<b>Department Head/School Director:</b>	
<b>Dean:</b>	

# GEC Summer Grant Cluster Coordinator(s) Endorsement Form

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## *Attachment C*

Please include all relevant information, adjusting the form as necessary

Title of Proposal:

Cluster(s) proposal is designated for:

Taking into consideration the goals and needs of your Cluster, rate the proposal applying following scale:

**1** (top rating; this proposal will significantly contribute to the Cluster in an area of critical need)

**2** (good rating; this proposal will contribute to the Cluster in a needed area)

**3** (fair rating; this proposal will contribute to the Cluster but not in an area of specified need)

	RANKING	Signature
Cluster 1 Coordinator:		
Cluster 2 Coordinator:		
Cluster 3 Coordinator:		
Cluster 4 Coordinator:		
Cluster 5 Coordinator:		

Comments: