College of Arts, Education and Sciences Faculty Professional Development

Fall and Spring Grant Proposal Title Page

Grant Cycle: ( ) Fall ( ) Spring

Project Director Name:

Project Title:

Department:

Campus Phone:

Email Address:

Total Grant Amount Requested from FPDC:

Other anticipated or actual sources of funding received for this project:

Synopsis of Project (100 word maximum):

I acknowledge that I will provide supporting documentation (as required in criteria C of the guidelines) and will provide a final report to the Dean's office within 45 days of the completion of my project.

______________________________________________
Applicant Signature

______________________________
Date
Project Title:

Date:

Amount of funding requested:

I. Briefly explain the proposed project/activity.

II. Briefly explain the significance and impact of the proposed project/activity and its outcomes. (see criteria A for further explanation).

III. Provide an abbreviated budget for the project/activity. (see criteria B for further explanation)

IV. Briefly explain how award of the grant will enhance your professional development. (see criteria C for further explanation)
I. Briefly explain what was accomplished and/or what progress has been made toward the final intended result of the project/activity.

II. Briefly explain the impact that the proposed project has had thus far and/or the future ramifications of the project in terms of research and/or teaching.

III. Briefly explain the faculty professional developments that were realized.
General Information and Guidelines
for all Arts, Education and Sciences FPD Grant Proposals

These guidelines include directions and criteria that apply to all proposals submitted to the College of Arts, Education and Sciences Faculty Professional Development Grant Program.

PURPOSE

The College of Arts, Education & Sciences Faculty Professional Development Fund supports the acquisition of knowledge and/or development of skills related to some aspect of the faculty member’s professional responsibilities. To this end, the Arts, Education & Sciences Faculty Professional Development Committee (AE&S FPDC) bi-annually recommends the awarding of internal grants from this fund.

The Arts, Education & Sciences FPDC funds three areas: 1) Research and Creative Activities (Funding in this category supports costs associated with conducting research or other creative enterprises that are part of a larger research agenda and/or that builds upon previous scholarship.) 2) Scholarship and Presentation (Funding in this category supports costs associated with presentation, publication, performance and/or exhibition.) 3) Professional Service and Development (Funding in this category supports costs associated with service or active participation in professional organizations or active participation in special courses, workshops, or institutes related to professional development.)

CRITERIA

A. Significance and Impact of the Proposed Project or Activity

Significance and impact of the proposed project and its outcomes focuses on what others will learn or how they will benefit from the work. “Others” may be colleagues, students, or members of community groups. How important is the contribution to a particular discipline or field of knowledge and/or to the well-being of a specific target group or Clarion University in general? Explain the significance and impact of the proposal.

B. Budget Request

The proposal must include an itemized budget. Proposals will be judged in terms of the clarity, completeness, and reasonableness of the budget request. If relevant, the budget should be divided into categories such as: faculty salaries; publishing costs; expendable supplies required to carry out the project; and so on. Each item, such as expendable supplies, should be justified as to its use in the described budget. Be sure to note other revenue sources. Was this project, or a similar project, previously funded or partially funded by the Arts, Education & Sciences FPDC or other revenue source? Are other sources of funding or partial funding anticipated or being applied for by the applicant?

If travel is involved, it is highly recommended that applicants include a completed and signed Travel Request Approval form in their proposal. Applicants are encouraged to use the least expensive means of transportation and reasonably priced accommodations. The budget should clearly list the itemized estimated expenses for accommodations, registration, transportation, and other costs. The following items are not allowed: membership dues, student travel, research expenses in connection with a faculty member’s degree requirements, costs associated with textbook writing or other creations for financial gain, “miscellaneous” expenses, and/or space rental.

C. Professional Development Enhancement

Professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member’s growth and development as a professional teacher-scholar. Proposers should explain specifically how award of the grant will enhance their personal professional development. Project proposals must include the proper documentation to confirm the applicant’s active participation -- and not mere attendance -- in a conference, workshop, committee, etc. Proper documentation could include a copy of the conference program and/or acceptance letter. If a faculty
member has not yet heard if his/her paper has been accepted, awards may be granted contingent upon paper acceptance.

**STIPULATIONS**

1. Project Directors must be a tenured or tenure-track faculty member who has an appointment within the College of Arts, Education and Sciences.

2. Project Directors may not be on terminal notice, retired, resigned, on leave of absence or have accepted a position at another institution. Project Directors on sabbatical are eligible.

3. If the Project Director has not submitted a final project report for previous FPD awards, then s/he is NOT eligible to apply.

4. A faculty member may only submit one proposal per grant cycle.

5. The maximum grant for each award is $1,000; partial funding may be awarded. Faculty members may receive only one grant from the FPDC during an academic year.

6. All projects which involve humans and/or vertebrate animals as research subjects must have approval by IRB and/or the Animal Care Committee before the project begins.

**SUBMISSION REQUIREMENTS AND DEADLINES**

Each year there will be two cycles for proposals. Submission deadlines will be announced in September. Applicants should submit an electronic copy of the grant proposal to Missy Kube at mkube@clarion.edu or deliver a hard copy to the Dean’s Office of the College of Arts, Education and Sciences (Founders Hall 220) by 4:00 p.m. on the deadline date. **No proposals will be accepted or considered after the deadline.**

**EVALUATION PROCESS AND COMMITTEE MAKE-UP**

The proposal review process is collegial and relies on committee members for comments and rankings. To protect the confidentiality of the proposers, all proposals will be reviewed blind. The project director’s name and personal information should only appear on the Title page and no where else on the Grant Proposal.

The Arts, Education and Sciences Faculty Professional Development Committee consists of representatives from each academic department within the College of Arts, Education and Sciences. Committee members are selected by the chair of each academic department. It is assumed that committee members will remain the same from year to year unless otherwise notified by the corresponding department chair.

Committee members who are named on an application for funding or who live with, are married to, or are related to an individual named on an application may not participate in committee rankings or deliberations during the semester in which the application will be reviewed and considered. In the event that a committee member is temporarily unable to fulfill their duties on the Arts, Education & Sciences FPDC, the committee member should notify the chair of the FPDC as soon as possible. The committee member should also notify the chair of their department, who may in turn provide the chair of the Arts, Education & Sciences FPDC with the name of an alternate representative, who will take on the duties of the actual committee member for one semester.

**AWARDS**

Successful applicants will receive notice from the FPDC as soon as possible upon selection. The Committee is not obligated to award all funds in any given semester. Un-awarded funds will carry over to the next program cycle. Acceptance of an award by a faculty member carries the following requirements:

1. Proposals will be made available to other faculty members through the Dean’s Office.

2. The Faculty member agrees to submit a final project report within 45 days of the project completion.

3. No significant changes were made to a project once it has been approved for funding. Projects that
cannot be carried out as proposed will be terminated with all remaining money returned to the FPDC.

4. The Project Director agrees to comply with all University research requirements (e.g. IRB, Animal Welfare, Integrity in Research).