TO: Full-time, tenure track SNC Faculty

FROM: The Faculty Development Committee

RE: **2022-23 FACULTY DEVELOPMENT SUMMER GRANTS PROGRAM**

Dear Colleagues:

The Faculty Development Committee (FDC) is now accepting applications for the 2022-23 Faculty Development Summer Grants Program. We encourage you to take advantage of this source of in-house financial support designed to promote scholarly, pedagogical, and creative growth during the summer months. Since the fund's inception in 1986, over 570 awards have been made in support of scholarly, artistic, curricular, and instructional projects undertaken May-August. All full-time, tenure-track faculty are eligible to apply for awards.

Please follow the guidelines and outline provided and make your proposal *as concrete and specific as possible*.

Applications are due in the Office of Faculty Development by 4:30 p.m. on Wednesday, February 1, 2023 and must be submitted electronically.

Contact Eric Hagedorn (eric.hagedorn@snc.edu), Deirdre Egan Ryan (deirdre.egan@snc.edu), Gayle Lenz (facdev@snc.edu), or a member of the Faculty Development Committee if you need further information.

We look forward to receiving your application.

Faculty Development Summer Grants Program: 2022-23

The Faculty Development Summer Grants Program offers full-time tenure-track faculty the opportunity to obtain financial support for scholarly, artistic, curricular, and instructional projects and activities undertaken during the summer. The Summer Grants Program accepts requests for both stipends and project expenses. The grants are awarded annually by the Faculty Development Committee. Awards are made in the Spring Semester for <u>funding in the summer of 2023</u>. While in any given year there may be sufficient monies to fund all applications, only those satisfying the criteria specified in the guidelines will qualify for funding. In this particular year, available funds are also contingent upon the college financial status, which means there could be a reduced number of awards funded. *Keep in mind that the Committee may not be familiar with your specific field of study, so be clear, concrete and thorough in your explanations.*

AWARD CATEGORIES:

Applicants may apply in **one** of the following categories:

Scholarship, Research, and Artistic Endeavors Awards

<u>Application deadline</u>: Wednesday, February 1, 2023, 4:30 p.m.

$2500 will be granted for each awarded scholarly and creative project.

Curricular and Instructional Improvement Awards

<u>Application deadline</u>: Wednesday, February 1, 2023, 4:30 p.m.

$2500 will be granted for each awarded major curriculum development and summer study project leading to enhanced instructional skills.

If money remains in an award category after all applications have been acted upon, the balance will automatically be transferred to the other award category according to need.

In addition to these awards, applicants who desire student support for their projects can apply for a supplemental grant of up to $500.00 to pay a student wage.

Supplementary Award for Student Support

<u>Application deadline</u>: Wednesday, February 1, 2023, 4:30

Supplementary awards of $500.00 may be granted to support student assistance with summer grant projects. If you would like to apply for this grant, indicate this on the cover sheet and explain how you will use student assistance in your application narrative.

ELIGIBILITY:

All full-time, tenure-track SNC faculty members (as described in the *Faculty Handbook*, Article I, Section 1) not on a terminal contract are eligible to apply for Summer Grants Program funds. The expectation is that the recipients of Summer Grants will serve at the College the year following the grant. Projects or activities involving more than one participant are eligible for funding. However, if the funding request is for two or more faculty, the applicants must specifically explain the need for more than one person and how the work will be divided. *Each participant* on a collaborative team will be eligible to apply for a full grant stipend.

JUDGING CRITERIA

Applications will be judged and awards will be made by the members of the Faculty Development Committee. Applicants must assume responsibility for informing the Committee of any new information (i.e., information not contained in the submitted proposal) affecting their proposals. All proposals will be judged upon the following criteria, listed in order of importance:

1. The application is complete and submitted by the deadline.
2. The quality of the proposal and project (e.g., clarity of objectives and methodology; sufficiently substantive project for proposed time period; reasonable timetable; carefully formulated plan for evaluating the results of the project).
3. The impact of the project (e.g., to the faculty member, to the SNC academic program, to the institution).
4. The likelihood of the project's completion, or some specified component of it, during the summer.
5. The likelihood of the project's success via publication, performance, exhibition, new course, or some other form of peer or public review.

> NOTE: If all qualifying proposals cannot be funded, the Committee may apply other criteria, including your past grant history.

NOTIFICATION:

The Faculty Development Committee will notify applicants regarding the status of their applications by **Wednesday, March 8, 2023.** The Co-Directors of Faculty Development will administer the awards, but will not be involved in judging applications.

FOLLOW-UP:

Recipients of Faculty Development Summer Grants must submit a brief (1-2 pages) written report to the Co-Directors of Faculty Development on the work accomplished under the grant. The report is due **Friday, October 6, 2023** and should include an evaluation of the project or activity, a summary of budget expenditures and, if your Summer Grant Proposal indicated that approval by the IRB or IACUC was necessary, a copy of that approval. In order to remain eligible for subsequent applications each recipient must file a final report.

Three types of requests will be accepted: (1) faculty stipend requests; (2) requests to cover project expenses (not student stipend or any employment of another individual); and (3) combination stipend and expense requests.

It is the applicant's responsibility to clearly and specifically address each of the criteria upon which the application will be judged.

Please complete this form and submit it as a PDF to facdev@snc.edu.

Name:

Position including discipline and division:

Email:

PROJECT/CATEGORY: (Please check one)

☐ Scholarship and Creative/Artistic Endeavors

☐ Curricular and Instructional Improvement

PROJECT/ACTIVITY TITLE:
[Type your response here]

INCLUSIVE DATES OF PROJECT OR ACTIVITY:
[Type your response here]

ABSTRACT OR BRIEF DESCRIPTION OF PROJECT/ACTIVITY:
[Type your response here]

PROJECTED GOALS OR OUTCOMES OF THE PROJECT/ACTIVITY (e.g., publication, exhibition, new course, enhanced instructional skills)**:**
[Type your response here]

METHODOLOGY OF THE PROJECT/ACTIVITY (describe how the procedures or theoretical approaches you use will achieve the stated outcomes):
[Type your response here]

ASIDE FROM COMPLETION, HOW WILL YOU ASSESS THE PROJECT'S SUCCESS?
[Type your response here]

SIGNIFICANCE OR IMPACT OF THE PROJECT FOR YOUR DISCIPLINE, YOUR PROFESSIONAL DEVELOPMENT, AND THE COLLEGE (How will your project contribute to your growth as a teacher-scholar and the betterment of the academic programs of the College? *If you are proposing a new course, consult with your discipline to determine how it will strengthen the current curriculum or address a need and explain this here.* If you plan to acquire new instructional skills or approaches, how will these increase student learning?):
[Type your response here]

DETAILED TIMETABLE FOR THE ACTIVITY/PROJECT (Identify phases for the project, the specific work to be completed during each phase, the estimated amount of time to be spent on each phase, and the projected completion dates)**:**
[Type your response here]

REQUESTING $500.00 STUDENT SUPPORT?   ☐ YES   ☐ NO

IF YES, HOW WILL YOU USE THIS SUPPORT? (Since this is a supplemental grant, please make sure that your project *does not require* this support to be successful.)
[Type your response here]

HAVE YOU APPLIED TO THE SNC INSTITUTIONAL REVIEW BOARD?: (Please check one)

☐ YES - please attach your IRB application to this form, and, if available, a copy of the letter documenting the IRB approval of your project

☐ NO - please explain:

☐ N/A - please explain:

HAVE YOU APPLIED TO THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE?: (Please check one)

☐ YES - please attach your IRB application to this form, and, if available, a copy of the letter documenting the IRB approval of your project

☐ NO - please explain:

☐ N/A - please explain:

PROJECT'S PRIOR FUNDING HISTORY: (List any monetary support you have previously received from any source for any aspect of this project. If none, write N/A):
[Type your response here]

PROJECT BUDGET (Submit a detailed budget for any non-stipend expenses. Please note that funding taken in stipend form is subject to standard withholding taxes for supplemental earnings, while funding for expenses is tax exempt. **Payments of stipends will be split into two payments. The first will occur after the start of FY23, and the second will occur when your final report is turned in.** Consult Gayle Lenz (gayle.lenz@snc.edu) if you need further clarification. If the funding request is for two or more faculty, indicate how the monies will be allotted. *Faculty Development grant monies may NOT be requested to support a student stipend or any employment of another individual; only the $500.00 supplemental support* is intended to pay for student assistance*.)

Itemized non-stipend expenses:	[Type your response here]
Stipend ($2500.00 minus expenses):	[Type your response here]
***Supplemental Student Support request** ($500.00 or 0.00):	[Type your response here]
Total requested ($2500.00 or $3000.00):	[Type your response here]

ABBREVIATED CURRENT VITA(E) (3-5 PAGES) **Applications without Vitae will not be considered**:
[Please insert CV here]

SUBMISSION PROCEDURE:

Completed proposals will be accepted electronically to <u>facdev@snc.edu</u> until 4:30 p.m. on Wednesday, February 1, 2023. <u>Late or incomplete applications will not be accepted</u>. Please **double-check** your application before submitting it.