

Southern Connecticut State University
Faculty Development Advisory Committee (FDAC)
Request for Proposals for Faculty Development Grants (FDG)

General Provisions

This grant opportunity is open to all full- and part-time faculty. The FDAC invites and encourages proposals from all schools, departments, programs, affinity groups and individuals to "...enhance their ability to be productive and innovative professionals..." as specified in Article 9.6 of the Collective Bargaining Agreement. Affinity groups are defined as two or more faculty from different disciplines sharing a common interest. The Committee suggests that proposals submitted by a school, department, or program be reviewed and supported by its members. The Committee suggests that the dean(s) of the appropriate school(s) review submissions from affinity groups and individuals.

Sponsored activities are primarily provided for all full- and part-time faculty and may be open to other members of the University and the community at the discretion of the proposer.

While all schools, departments, programs, affinity groups, and individual faculty are eligible to apply, priority will be given to meritorious proposals from applicants who have not been granted awards during the last request for proposals. Prior funding does not guarantee future funding. Applicants should note that these grants are competitive and that funds are limited. FDAC members are eligible to apply. FDAC members who submit a Faculty Development and/or Curriculum-Related Activity Grant may continue to serve on the Committee, but shall recuse themselves completely from the proposal review and budget allocation processes.

Performance Period

Faculty Development Grants are awarded for a 12-month period beginning January 1 and ending June 30. Applications are made in the fall semester of each academic year for grant funding commencing at the start of the new year. Requests for extensions may be granted when an extenuating circumstance significantly alters the timeline proposed for the project. Such requests are subject to the approval of the Associate Vice President for Academic Affairs within 30 days of the end of the grant period.

Criterion

The criterion for evaluating faculty development proposals is the potential of the proposed project to enhance the ability of the faculty, the primary audience, to be productive and innovative professionals. More specifically, proposals will be reviewed in accordance with the following standards: the potential to benefit groups of faculty and the potential to enhance instruction or creative activity. Evaluation of proposals is based on rigor and content first and amount of funding second. Proposers should request funding necessary to achieve successful outcomes. Additionally, funds are expected to expand opportunities for future funding, publications, teaching and scholarship.

Review Criteria

The Faculty Development Advisory Committee will use the following criteria to rate the quality and completeness of the proposals submitted:

1. Significance: Presentation of a well-focused and worthy purpose, per the Priorities named below.

2. Work Plan: An appropriate and feasible methodology and a plan of action that will result in the accomplishment of the objectives of the project. The plan should be appropriate to the nature of the proposal and should include a timeline. If funds are being requested to purchase equipment or materials, the proposal should describe the specific activities for which the equipment is needed.
3. Budget Proposal: Inclusion of a realistic budget of no more than \$12,000 in direct costs that is clearly stated, justified and consistent with items 1 - 3 above.

Priorities

Faculty Development Grants should address programs that improve or develop faculty knowledge and skills in areas of teaching, advising, or creative activity.

1. Recommended programs and activities can include—but are not limited to—workshops, seminars, conferences, colloquia, and consultants that increase faculty members’ skills and capacities in the following areas:
 - Teaching, especially freshmen, interdisciplinary courses, hybrid/online courses, writing-intensive courses, with culturally responsive pedagogy, and/or technology
 - Engaging in scholarly and creative activity, especially establishing and maintaining disciplinary or interdisciplinary scholarly and creative activity affinity groups
 - Advising/mentoring students or faculty
 - Conducting department and program curricular review
 - Serving in a leadership role such as program director or department chair
 - Social justice and human diversity
 - Single or multiple day trainings/conferences (e.g., University Forum, Teaching Academy, leadership workshops, Summer Tech)
2. In rare cases, proposals supporting individual attendance at off-campus institutes, special training programs, or consultation with outstanding experts unable to come to Southern will be considered by the committee if:
 - Presented by a department, program, or affinity group; and
 - The activity is an indispensable component of a development project for the group, and is supported by a majority of the group.

It is expected that the awardee will formally share with other faculty—through workshops or presentations—the expertise gained as a result of the participation in the program of enhancement.

Review of the Proposals by the Faculty Development Advisory Committee

Faculty Development Grants are reviewed by FDAC, which is comprised of two members from each academic school, up to four at-large members, one member each from Library Services and Counseling Services, and one member from each of the following governance bodies: Faculty Senate, Graduate Council, Undergraduate Curriculum Forum, and SCSU-AAUP Chapter. The Director of Faculty Development is the Committee Chairperson. FDAC makes funding recommendations to the Provost.

Rules

The following rules apply to all proposals. A grant proposal must contain the following components and adhere to the following rules:

1. All proposals must be reviewed carefully to be sure they are error-free and that all comments and edits are cleared before submitting to FDAC for consideration. Total word count of all completed proposal sections may not exceed 1,000 words.
2. Only one proposal per project or activity (e.g. per conference, workshop series, training seminar) will be accepted and considered for funding. Only one proposal per person (e.g. proposed individually or jointly) will be accepted and considered for funding. If one person submits two proposals or two proposals are submitted for the same project, neither will be reviewed for funding.
3. Use the format provided. The final page must contain the date and an electronic signature from each participating faculty member. Provide adequate content to adequately inform reviewers from different disciplines.
4. Signature of department chair is required.
5. Funded activities must be promoted by proposers. Contact Integrated Communication and Marketing directly to get events on to the university calendar. Consider using an email/social marketing campaign.
6. All promotion and event materials should contain the phrase, "This activity is funded by a Faculty Development Grant at Southern Connecticut State University."

Restrictions

1. Requested funds must be for the support of the aims stated above.
2. Approved awards are limited to a maximum of \$12,000. Proposals submitted that request more than \$12,000 will be returned without review. For joint proposals, it is necessary to describe the contribution of each member in detail. Up to \$2,000 of the requested funds can be used to compensate project manager(s) with adequate justification.¹ Requests for project manager compensation will only be considered for significant events. Examples of project manager compensation would include, but are not limited to, managing a well-promoted conference of a full day or longer with multiple speakers, panels, and related events designed for an audience of 50 or more, managing a well-promoted training seminar delivered over multiple dates for an audience of 25 or more.
3. Requested funds are not to be used for supply or equipment purchases except for materials integral to the project.
4. All honorariums are expected to come with concomitant justification: consultant/speaker names, credentials, qualifications, location, and any other associated fees. The suggested honoraria range is \$99* to \$2,500. *State employees (including but not limited to student workers, graduate assistants, university assistants, department secretaries, administrative faculty, full-time teaching faculty, and administrators) cannot be compensated for professional services rendered. Any other State of Connecticut employee solicited as a consultant may not receive an honorarium that is more than \$99.00.
5. If this or a similar FDG activity has been funded and implemented previously, evaluation summaries along with final report from the previous year(s)' activities must accompany this proposal.

Information to be Included in the Proposal:

- A design to encourage maximum participation among members of the faculty
- A marketing and promotions plan. (Your department and/or Integrated Communication and Marketing may be able to help provide promotional support services for conferences, workshops and seminars.)
- An itemized budget.

¹ Faculty members can receive Article 10.12.1 compensation during the semester or Article 11 compensation during the summer or intersession as appropriate to the timeline of the grant's work product(s).

- A rationale for requesting Faculty Development Fund support.

Additional information regarding the proposal format is provided on the attached RFP form.

Calendar for 2020 Faculty Development Grants	
Friday, November 15, 2019	4:00 pm Deadline for Receipt of Proposals 2020 Awards.
Friday, December 13, 2019	Awards Announced
<i>For revise and resubmit decisions</i>	
Friday, December 20, 2019	4:00 pm Deadline for Receipt of Revisions
June 30, 2021	Final Report Due to Faculty Development

Submission Procedures

Proposals must be submitted via Blackboard (search for “Faculty Development Grant Committee” by 4pm on the due date (see the Calendar above). It is the responsibility of the applicant to submit the proposal on time. **Late proposals will not be accepted.** Individuals who have previously received awards under this program must have submitted a report on the project with the below-mentioned materials to the Office of Faculty Development in order to be considered for the current FDAC Grant award cycle.

All current and pending internal or external grant projects for applicants should be listed using the fillable template in **Appendix 1**.

Reporting Outcomes

Any funds awarded for this grant cycle must be expended by June 30, 2021. As this is a pilot program, this year the award cycle for the Faculty Development Grants will be January 1, 2020 through June 30, 2021. In subsequent years, the award cycle will follow the standard fiscal year cycle, July 1 through June 30. **Reports must be submitted in a single PDF to both the Office of Faculty Development via facultydevel@southernct.edu and to Amy Taylor in Sponsored Programs and Research via taylor28@southernct.edu by June 30, 2021** and include:

- A one-page summary of project outcomes,
- Evaluation summary, and
- Attendance list(s).

These reports will be reviewed by the Faculty Development Advisory Committee.

**SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY DEVELOPMENT ADVISORY COMMITTEE**

2020 Faculty Development Grant Proposal

Faculty Rank of Principal Contact: _____

Last Name: _____

First Name: _____

University: _____

Department: _____

Funding Request: \$ _____

Is this a Joint Proposal? Yes No

If Yes, please fill in information for co-proposers (add separate sheets as necessary):

Name _____ Rank _____ Department _____

Name _____ Rank _____ Department _____

Name _____ Rank _____ Department _____

Name _____ Rank _____ Department _____

E-mail of Principal Contact: _____

Phone Number of Principal Contact: _____

Campus Address of Principal Contact: _____

Project Title: _____

ABSTRACT (Limit: 100 words)

- I have received a previous Faculty Development Grant and have submitted my project evaluations and attendance sheets.

- I am a full-time faculty member.
- part-time faculty member.

Check one of the boxes below and complete the blank which best describes the sponsorship for proposal submission:

<input type="checkbox"/> Academic School	<input type="checkbox"/> Program	<input type="checkbox"/> Individual/s
<input type="checkbox"/> Department	<input type="checkbox"/> Affinity Group	<input type="checkbox"/> Other: _____

Faculty Development Goal(s): (Identify the basic goal(s) to be achieved by the proposed activity. Please be as specific as possible.)

Description of Activity: (What is being proposed; what is the rationale for the activity? Please present a brief timeline for the activity. If external consultants are proposed, please identify the criteria for their selection.)

Evaluation of the proposed activity: (How, specifically, will you determine the degree to which the project achieved its stated goals?)

Target Faculty Participants: (Describe the audience to which the proposed activity is directed. Describe the level of interest for this project demonstrated by the audience. The proposal should clearly reflect the potential benefit to the professional development of SCSU faculty, rather than its potential benefit to other groups.)

Rationale for Faculty Development Fund Support: (Describe why you consider the Faculty Development Fund an appropriate source to support the proposed program.)

BUDGET AND BUDGET JUSTIFICATION FORM

This Budget Proposal Form enables you to succinctly describe the proposed expenditures, and their adequacy, appropriateness and importance. The “Amount” column delineates the requested amounts in whole dollar figures. In the “Brief Justification” column please provide a general for each cost.

Do include: catering quote, room reservation, incidentals need to be detailed, explained, justified costs. Remind them of this: All honorariums are expected to come with concomitant justification: consultant/speaker names, credentials, qualifications, location, and any other associated fees. The suggested honoraria range is \$99* to \$2,500.

* Note that CSCU employees (including but not limited to student workers, graduate assistants, university assistants, department secretaries, administrative faculty, full-time teaching faculty, and administrators) cannot be compensated for professional services rendered. Any other State of Connecticut employee solicited as a consultant may not receive an honorarium that is more than \$99.00.

2020 Faculty Development Grant

Budget Item	Amount (No Cents)	Brief Justification
Speaker Honorarium		
Air, food and hotel for speaker		
Supplies and materials		
Food/refreshments		
Marketing/promotion		
Faculty Stipend		
Total	\$	N/A

In the space below, please provide up to about 100 words of text with further details making a case for the proposed expenditures.

Applicant Agreement and Signature: (*Original signatures are required by all faculty assuming responsibility for the project. Please add more print/signature lines as necessary.)

In applying for this grant, I/we understand and agree to the following (please check each box before signing):

- that all required paperwork such as honorarium requests, catering orders, etc. will be filed with the Office of Faculty Development **no later than four weeks prior to the scheduled event**.
- that an attendance record and evaluation instrument are part of the reporting process.
- that this project will not be funded until the attendance, evaluation and expense information for a previous FDAC grant is filed with the Office of Faculty Development.

- that this project is intended to be of most benefit to full and part-time faculty and not guests also in attendance (e.g. students) as these are AAUP funds.

- that the deadline to submit a report describing results/outcomes of my/our project to the Office of Faculty Development is due June 30, 2020. Progress reports for projects that extend beyond one semester must be submitted one month after initial semester is completed.

Applicant's Name (Please Print)

X

Applicant's Signature

Applicant's Name (Please Print)

X

Applicant's Signature

Applicant's Name (Please Print)

X

Applicant's Signature

Applicant's Name (Please Print)

X

Applicant's Signature

Department Chair Name

X

Department Chair Signature

Appendix 1. Current and Pending Support

Below, please list all other projects for which you receive financial support (from both internal and external sources). If you are uncertain how to provide this information, please contact the Sponsored Programs and Research Office.

Sponsor	Role	Award Title	Start Date	End Date	Effort*

*Effort should convey the amount of time per year that you have formally committed to this project, based on your agreement with the sponsor. Please convey this in terms of Person Months or Percent Effort; if your budget does not include dedicated effort, please list a “nominal” effort of 0.12 Person Months, or a 1% effort.