Guidelines and Evaluation Criteria
for Faculty Development/Research Grants and Faculty/Student Projects
for Full-time and Adjunct Faculty, Fall 2015

General Guidelines in the form of Frequently Asked Questions

Who can apply for grants?

- Faculty members from all disciplines who are continuing to teach at Coe the subsequent academic year are encouraged to apply. Some specific grants have specific requirements that limit applications. (See pages 4-6 for the specific stipulations.)
- Two or more faculty members may propose collaboration on the same project under a single grant.
- A faculty member may request that a proposal be considered for different grants. However, if a proposal is submitted for consideration, where the possible grants have different maximum amounts, a budget for each possible grant must be submitted.

How can the funds be used?

- This grant money may be used for expenses that are not covered by other funds from the College, including department funds or other grants.
- Grant money, depending on the specifications of each grant, may be requested for faculty stipends, student stipends, equipment and supply purchases, travel, housing, and food.
- Funds may be used for a project that is carried out during the academic year, during the summer, or on sabbatical leave, although no stipend will be awarded to work completed on a sabbatical leave.
- Reimbursable expenses:
  - The grant money may be used to purchase equipment or supplies, which will be the property of Coe College.
  - Awarded funds must be used only for expenses directly related to the proposed project.
  - Awarded funds may be used for reimbursement of grant-related expenses with receipts.
- Stipends:
  - A "typical" faculty stipend request, which is also the maximum amount per the endowments that permit stipends, is $2,500 for projects or activities that should be completed with seven weeks of work. Please use this as a guideline for calculating a stipend for a project that requires a shorter period of time.
  - Stipends will not be awarded for Coe staff on 12-month contracts for work expected under those contracts nor for faculty whose proposal is solely to attend or present at a conference.
  - Stipends might be awarded for work that leads to a publication. In these cases, an acknowledgment should be included in the publication, specifying the grant name and year of the award.

What do I need to consider if I plan to collaborate with a student?

- Funded faculty/student projects must be research projects initiated, designed, and carried out by a faculty member. These projects should be the scholarly or curricular work of the faculty member and cannot be student-initiated or student-directed projects which the faculty applicant oversees. **The proposal must discuss the work the faculty member will do to move the research forward during the collaboration, even if the faculty member is not requesting a stipend.**
- A "typical" hourly student stipend is slightly more than work study hourly wage. Any proposal that requests something quite different from this, either less or more, will need to include a justification of the difference.

- Although students may earn course credit and a stipend for the same project, the application must provide evidence that the stipend is for work done in addition to the work completed for the course credit. This evidence can be in the form of the number of hours a student will work on the project, with the first 120 hours going toward the course credit.
- Faculty/student collaborations may occur either on-campus or off-campus.
- Students supported by an approved summer grant can be provided summer housing at no cost to the student, which does not have to be part of the grant request.

How much detail should I include in the proposal?
- The expected outcome of a grant will not necessarily be completed at the end of the summer in which the grant is awarded. In the application, include an expected outcome of events, including any expected travel or submissions for publications, even if the time line extends beyond the summer term.
- Explain how the proposed work is useful and/or necessary for your discipline to an audience of people outside of your discipline.

Grant Proposal Evaluation Criteria

The following criteria will be used in evaluating the merit of each proposal. Funding will be considered for a proposal that:

1. is well conceived and articulated to the general guidelines as well as the guidelines of the specific grant,
2. clearly indicates the ability of the applicant(s) to carry out the proposed project successfully,
3. is written to professional standards,
4. provides evidence that recent prior Coe grant support, if applicable, has led to successful outcomes,
5. specifies how funding will lead to a final "product" (e.g., a paper, an exhibit, a performance, the acquisition of a needed skill or subject area, a new course syllabus for faculty and student), if appropriate ,
6. provides plans or evidence that the project will have a positive impact on Coe College,
7. Makes the compelling argument that the project will benefit the professional life of the faculty author,
8. includes a clear list of requested supplies, special equipment, books, … including their estimated cost and
9. articulates a clear role for each involved student for each phase of the project., if applicable, with the research project,

Evaluation of Proposals

A sub-committee of the Executive and Academic Policies committees, or faculty chosen by the Executive and Academic Policies committees, will be formed to evaluate the submitted grants. This sub-committee of faculty who have not submitted a grant for review, will include the Dean of the Faculty or proxy and four faculty members chosen, if possible, from those currently serving on APC and the Executive Committee. Efforts will be made to have each of the four academic divisions represented, recognizing the importance of having members of the sub-committee who have previously applied successfully for these grants or who have endowed chairs.

The appointed sub-committee will review the grant proposals, giving consideration to proposals that meet the established criteria, using the following:
- Priority in the awarding of faculty stipends may be given to faculty members who do not benefit from other institutional sources of financial support for their project.
- Incomplete proposals will be considered for funding after all completed proposals **submitted on time** are considered for merit.
- Proposals received after the stated deadline will be considered only after those received by the deadline.
- The recommending sub-committee will not attempt to maximize the number of awards by arbitrarily reducing the funding requested in individual proposals.

Proposal format

1. Applicant's name, department, years of service at Coe, and rank
2. Project description
   a. Beginning and ending dates
   b. Objectives/purpose/expected outcome
   c. Future worth of the project—the perceived contribution to one's field, to one's teaching, to the growth of one's professional knowledge,…
   d. Methods of procedure
   e. Needed facilities, if appropriate
3. Budget, with justification of each item
   a. Stipend for faculty, with justification if far from guidelines. For all grants use the guidelines that a $2500 stipend is typical for 7 weeks of work.
   b. Number of hours on task and support for student, including stipend and earned course credit, with justification if far from guidelines
   c. Needed supplies, equipment, and travel with estimated or actual costs
4. History of Previous Coe Grants
   a. List of previous grants received with year of receipt
   b. Copy of the report submitted to the Dean's Office for the most recent grant that describes the results
   c. Brief summary that describes the essence of previous grant support and lists the accomplishments derived from previous grant support, including what has been accomplished since the required reports were submitted.
5. List of previous grants awarded externally

Specific Grant Criteria for those that include possible stipends for faculty

Beahl and Irene H. Perrine Faculty Fellowship

Qualifications and restrictions:
- Only full-time assistant or recently hired or promoted associate professors can be considered.
- For proposals that equally meet the proposal evaluation criteria, a non-tenured faculty will be awarded the grant over a tenured faculty member.
- A maximum of $2,500 will be awarded for an individual faculty stipend.
- Project length should be at least seven weeks.
- Project should lead to a publication, public performance/exhibition, or curricular revision.

Maximum amount of a grant: $4,000   Expected number of grants: 4-6

Ella Pochobradsky Endowment for Faculty/Student Research

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- A maximum of $2,500 will be awarded for an individual faculty stipend.
- Project length should be at least seven weeks.
- Only projects that include faculty/student research projects will be considered.

Maximum amount of a grant: $4,000   Expected number of grants: 4-6

Integrating Technology into the Classroom Grant Program

Purpose:
1) Incorporate technology into classroom teaching
2) Develop multimedia courseware for use in a class
3) Develop curricular changes that would further integrate computer skills into a program
4) Other

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- A maximum of $2,000 will be awarded for an individual faculty stipend.
- Project length should be at least seven weeks.
- Only projects that focus on faculty or faculty/student curricular development projects will be considered.
- Grant proposal must include and describe one of the four possible purposes of the grant.

Maximum grant: $2,000 for faculty/$3,000 for faculty-student collaboration   Expected number of grants: 0-3

J. Preston Cole Grant for Curricular Innovation

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- Grant is for use to develop a new course or revise an existing course that support the development of new approaches to teaching and new material in the course.
- Funds may be used for instructional materials, for travel to conferences or other institutions, or as a stipend.

Maximum grant: $1,000   Expected number of grants: 0-1

Research and Creative Endeavors

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- Funds are available as seed money for faculty engaging in scholarship, leading to publication or public performance/exhibition, that can be used for consideration for external funding.
- Funds are available to encourage faculty members to begin active research or creative endeavors; to support faculty with established programs who wish to continue or expand their work; or to help faculty members begin to pursue new research programs which are a significant departure from their previous work.

Maximum grant: $2,000   Expected number of grants: 0-3

Edward S. Murray Memorial Research Award

Qualifications and restrictions:
- Only full-time faculty may apply.
- Funds must be used to support research projects.
- Priority will be given to projects that include student involvement.
- A maximum of $2,500 may be requested for an individual faculty stipend.

Maximum grant: $4,000   Expected number of grants: 1

Edward S. Murray Memorial Collaborative Teaching Development Award

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- Funds are to support development of new team-taught interdisciplinary offerings or to develop workshops on cross-disciplinary issues for colleagues from Coe and other institutions.
- Funds may not be used for a stipend.

Maximum grant: $500   Expected number of grants: 1-4

Name: _____

Department: _____ Years of Service at Coe: _____ years

Select one: □ adjunct □ full-time

Rank: □ instructor □ assistant professor □ associate professor □ full professor

I am applying for the following grants (check all that apply[1]):
  □ Beahl and Irene H. Perrine Faculty Fellowship
  □ Ella Pochobradsky Endowment for   □ Research and Creative Endeavors
       Faculty/Student Research   □ Edward S. Murray Memorial Research Award
  □ Integrating Technology into the Classroom □ Edward S. Murray Memorial Collaborative
       Grant Program   Teaching Development Award
  □ J. Preston Cole Grant for Curricular
       Innovation
  What other support do you have for this project?

  _____

To complete my application, I have included:

□ this cover sheet
□ project description
□ budget description for each grant for which I am applying, if maximum amounts differ
□ history of previous Coe grants that I have received (include list of previous internal grants, copy of last
   report submitted to Dean's Office, and brief summary of previous grant support)
□ list of previous grants I have been awarded externally
□ a descriptive title specific to the proposal

Title: _____

The committee requests written permission for your proposal to be made available for others to read. The
purpose for doing this is to establish a library of successful proposals that subsequent applicants can read
while drafting their own proposals. Please sign below if you grant other members of the faculty
permission to read your grant proposal.

_____
         Signature   Date

[1] Your proposal will only be considered for the grants you check, so please check all that might apply and create budgets or
rationale for all that might apply

Knapp Northcott Fund for International Travel[2]

Qualifications and restrictions:

- Adjunct and full-time faculty may apply.
- Only proposals that include a written invitation from and international travel to a college or university will be considered.
- Funds may be used only for travel purposes during the academic year, during the summer, or on sabbatical leave.
- Stipends will not be funded by this grant.

Maximum grant: $2,000

Expected number of grants: 1 per cycle

Proposal format for Knapp Northcott

1. Applicant's name, department, years of service at Coe, and rank
2. Dates when visit would take place
3. Up to two paragraph abstract of teaching or lecture presentation
4. Letter of invitation from international college or university—clarify from Advancement
5. List of estimated expenses
6. Current Curriculum Vitae

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[2] Before the grant can be awarded, according to the memorandum of understanding, there must be evidence that it will lead to a link between Coe College and an international institution. Two calls for this grant will be sent—one for submission in October and one for submission in April. Two grants will be awarded each year. An individual may be awarded only one per academic year, so the awardee in October may not apply in April of the same academic year.

Cover Sheet for Proposal Submission

Knapp Northcott Fund for International Travel

Due no later than October 15 (for fall funding) or February 15 (for spring funding)

Name: _____

Department: _____ Years of Service at Coe: _____ years

Select one: □ adjunct   □ full-time

Rank: □ instructor   □ assistant professor   □ associate professor   □ full professor

What other support do you have for this project?

_____

To complete my Knapp-Northcott grant application, I have included:

□ this cover sheet, completed
□ dates when an international visit would take place
□ an abstract of my planned teaching or lecture presentation
□ a letter of invitation from an international college or university
□ a list of estimated expenses
□ current *Curriculum Vitae*
□ a descriptive title specific to the proposal

Title: _____

The committee requests written permission for your proposal to be made available for others to read. The purpose for doing this is to establish a library of successful proposals that subsequent applicants can read while drafting their own proposals. Please sign below if you grant other members of the faculty permission to read your grant proposal.

_____
Signature   Date