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

Frequently asked questions:

Who can apply for grants?
- Full-time and adjunct faculty members from all disciplines who are continuing to teach at Coe the subsequent academic year are encouraged to apply. Some grants have specific requirements that limit applications. (See pages 3-4 for the specific stipulations.)
- Two or more faculty members may propose collaboration on the same project under a single grant.

How can the funds be used?
- Grant money may be used for expenses not covered by other funds from the College, including department funds or other grants.
- Grant money may be requested for faculty stipends, student stipends, equipment and supply purchases, travel, and housing. Food expenses will not be covered.
- 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:
  - Any purchases made with personal funds, may be reimbursed with submitted receipts.
  - Awarded funds must be used only for expenses directly related to the proposed project.
  - Equipment or supplies purchased with grant funds will become the property of Coe College.
- Stipends:
  - A "typical" faculty stipend request 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.

How much funding is available?
- Awards will be distributed based on earnings and account funds available for distribution in the current fiscal year. Therefore, not all areas of funding may be available each year.

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.

- Students may earn course credit and a stipend for the same project. Students completing work for credit cannot be paid a stipend for those hours. Therefor the first 120 hours of the project will be considered course credit and any hours of work accumulated after 120 hours are eligible for stipend funding.
- 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.

Grant Proposal Evaluation Criteria

- See included rubric (pp. 9 – 10)

Evaluation of Proposals

The Committee on Faculty Development will review the grant proposals, based on an internal rubric (included on pp. 9 – 10) giving consideration to proposals that meet the following established criteria:

- 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 or proposals that do not follow the identified format will not be considered.
- Proposals received after the stated deadline will be considered if extenuating circumstances exist and funds are still available.

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

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 supports 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: $500   Expected number of grants: 0-1

Inclusive Coe: Curricular Development Grant

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- Grant is for use to 1) revise the curriculum for an existing course to better reflect the college's commitment to diversity and inclusion or 2) develop a new course that meets existing curricular and programmatic needs and reflects the College's commitment to diversity and inclusion.
- Grant proposal must explain whether the curricular development is for an existing or new course and should include an assessment plan.
- Recipients will be expected to teach the newly developed curriculum at least twice in the three years following receipt of the grant.
- Priority will be given to projects that 1) support curricular development of lower-level courses over upper level ones or 2) courses which meet or are intended to meet existing general education requirements overall as well as Diverse Cultural Perspectives.
- A maximum of $2,000 will be awarded for an individual faculty stipend.

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

updated 11/2019

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: 0-2

Knapp-Northcott Fund for International Travel

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

Grant Proposal Application

Due no later than February 14, 2019 to the Office of the Provost (provost@coe.edu)

Name: _____ Department:

_____ Years of Service at Coe: _____ years

Select one: □ adjunct □ full-time (tenured) □ full-time (untenured)

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

DISCLAIMER: NOT ALL AREAS OF FUNDING MAY BE AVAILABLE EACH YEAR. Awards will be distributed based on earnings and account funds available for distribution in the current fiscal year.

I am applying for the following grants[1]:

□ Beahl and Irene H. Perrine Faculty Fellowship   □ Inclusive Coe: Curricular Development Grant

□ Ella Pochobradsky Endowment for   □ Edward S. Murray Memorial Research Award
   Faculty/Student Research   □ Pennock Faculty Development Award

□ J. Preston Cole Grant for Curricular
   Innovation

Financial Support: What other support do you have for this project? *Check all that apply*:

□ endowed chair account (estimated amount: _____)

□ departmental funds (estimated amount: _____)

□ approved faculty travel funding (estimated amount: _____)

□ grant -- external or internal (estimated amount: _____)

□ other (describe: _____)

Application details/Project description:

Title: _____

Beginning/Ending dates:

Objectives/purpose/expected outcomes:

Future worth of project – perceived direct and positive impacts on Coe College, advancement in field, growth in professional knowledge, student advancement, improved course content, relationship building between Coe and a larger community:

Specify how funding will lead to final product disseminating/utilizing knowledge gained: (publication, exhibit, acquisition of skill/knowledge for faculty and/or student, course syllabus, performance, etc)

Evaluation process (how will you measure the success of this project?):

Budget description (please include the following: faculty stipend, number of hours on task & support for student course credit and/or stipend, facilities, supplies, equipment and travel estimated or actual costs):
if student or faculty stipend isn't within previously stated guidelines, please provide justification

History of previous Coe grants received:

Name of grants	Year awarded	Accomplishments (list 2-3 brief bullets)

History of previous external grants (please list):

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 grant you check, so please submit a separate proposal for each grant.

updated 11/2019

COVER SHEET FOR PROPOSAL SUBMISSION
KNAPP NORTHCOTT FUND FOR INTERNATIONAL TRAVEL
<u>Due to Provost's Office for Committee Review</u>
<u>no later than **October 15** (for Fall Term funding) or **February 14** (for Spring Term funding)</u>

The Knapp-Northcott Award provides a grant of approximately $2,000 to a member of the faculty for teaching or lecturing at an international college or university. The award is intended to encourage international exchange of faculty. Therefore, only applications for international travel to colleges or universities will be considered.

The Knapp-Northcott grant requires a short proposal, but also requires, as stated in the memorandum of understanding, written evidence of a link to an international school. Generally, one is awarded each term and faculty are eligible for one Knapp-Northcott award per school year.

Name: _____ Department: _____

Select one: □ adjunct   □ full-time   Years of Service at Coe: _____ years

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

Where will you be going? _____

What are the anticipated dates for your visit? _____

What will you be doing? (2 – 3 sentences)

In total, what are the estimated expenses for this project? $ _____

Financial Support: What other support do you have for this project? *Check all that apply*:

   □ endowed chair account (estimated amount: _____)

   □ departmental funds (estimated amount: _____)

   □ approved faculty travel funding (estimated amount: _____)

   □ grant -- external or internal (estimated amount: _____)

   □ other (describe: _____)

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

   □ this cover sheet, completed

   □ dates when the international visit would take place

   □ an abstract of my planned teaching or lecture presentation

   □ a letter of invitation from an international college or university
          (If invitation is not in English, provide a translation)

   □ details of how this travel will lead to a link between Coe and the international institution

   □ a list of estimated expenses

   □ current *Curriculum Vitae (*email to provost@coe.edu*)*

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

Evaluation of Grants

The Committee on Faculty Development uses the following rubric when evaluating internal grants with the exclusion of the KNAPP NORTHCOTT FUND FOR INTERNATIONAL TRAVEL.

INTERNAL GRANT RUBRIC				
Grant Criteria	Exceeds Expectation	Meets Expectation	Does not meet	Additional Comments

Project Description:
 	
According to the plan, there is strong evidence of ability to carry out the proposed project successfully as described by the applicant(s). The well thought out plan in include All components listed below:
 	
• **Project Descriptions include**
  - Applicants name, department, years of service at Coe, and rank
  - Beginning and ending dates
  - Objectives/ Purpose/ expected outcome
  - Methods of procedures
  - Needed facilities, if appropriate
  - Defined role(s) for each student and faculty member for each phase of the project, if applicable
• **Budget**
  - Identifies number of hours on task
  - Includes a clear list all expenses related to supplies, special equipment, books, travel, etc. with estimated or actual cost
  - Stipend for facility, with justification if far from guidelines.
  - Stipend for student and earned course credit, with justification if far from guidelines				

Benefit to Coe Describe a logical and compelling argument that the future worth of the project will have direct and positive impacts on Coe college in one or more of the following way(s): - Improve the content of or pedagogical approach to courses. - Advances a student academically - Builds or maintains a strong relationship between Coe and a large community - Adds to body of knowledge in one's field.				
Final Project for Professional Development Specific how funding will lead to a final product that disseminates or utilizes the knowledge gained from the project: - Paper - Poster - Presentation - Exhibit - Performance - Acquisition of a needed skill - Acquisition of knowledge in subject area - New course syllabus				
Probability of successful outcome Provides evidence that recent prior Coe grant support has led to successful outcomes. Evidence includes all of the following: - Identifies any history of previous Coe grants and year of receipt. (Copy of the report submitted to the provost's Office for the most recent grant.) - Lists the accomplishments derived from previous grant support including what has been accomplished since the required reports were submitted. **OR….** - Applicant is applying for the first time - Applicant is junior faculty				

Quality submissions meet all components:

- Follows the general guidelines and the guidelines of specific grant
- Writing is clear effective and coherent. Tone, word choice and syntax is appropriate for the grant reviewing audience (grant reviewers are of various backgrounds and expertise)
- Paper is nearly free of errors of spelling, grammar, punctuations, word choice and formatting.