2024-25 Internal Coe Research, Teaching, and Travel Grants
for Full-Time and Adjunct Faculty

Guidelines, Specific Grant Criteria, Worksheet for Application, and Evaluation Rubric

Internal Grants Application: [Internal Grants Application Link](#)
Knapp-Northcott Application: [Knapp-Northcott Application Link](#)

Frequently asked questions:

Who reads and evaluates these grant applications?
- The Faculty Development Committee reads and evaluates the grant applications, and makes decisions about disbursing grant monies.
- This is a committee of varied backgrounds and areas of expertise.
- Clear and effective writing is preferred, aimed at an audience that is academic but not content-area experts.

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 any combination of the following: 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. For projects undertaken while on sabbatical leave, grant funds may only be applied to the following: student stipends, equipment and supply purchases, travel, and housing.
  - Stipends:
    - The maximum faculty stipend request is $3,000 for projects or activities that require at least five weeks of work. Please use this as a guideline for calculating a stipend for a project that requires a shorter period of time (approximately $15/hr).
    - 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 may 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.
  - 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/supplies purchased with grant funds will become the property of Coe College.

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.
- We recommend a student stipend be no less than $10/hr. Common external grant associations' are currently $12.50/hr. 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. Therefore, 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 are eligible for reduced-cost summer housing, $250 for Summer 2025. Faculty are encouraged to include the reduced summer housing fee in their grant proposal so as not to pass that cost along to the student. Effective Summer 2025 "no cost housing" is no longer available.**

Grant Proposal Evaluation Criteria

- See included rubric (pp. 6-7)

Evaluation of Proposals

The Committee on Faculty Development will review the grant proposals based on an internal rubric, as well as the specific grant criteria listed below. In addition, please note that:

- Lower priority will be given to faculty that have received Coe internal grants in three of the last five years. If you have received Coe internal grants in three (or more) of the last five years we encourage you to apply, but know that this criterion will be one of the first used to sort the proposals.
- Higher 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.
- Lower priority will be given to proposals solely for equipment purchase, equipment repair, or supplies.
- Incomplete proposals or proposals that do not follow the identified format will not be considered.
- Proposals received after the stated deadline are unlikely to be considered, but may if extenuating circumstances exist and funds are still available.

Specific Grant Criteria

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 $3,000 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: $5,000 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 $3000 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: $7,000 Expected number of grants: 3-6

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 proposals must explain whether the curricular development is for an existing or new course and should clearly address how the curricular development aligns with Coe's Academic Core DEI components and learning outcomes.
- It is recommended that recipients teach the newly developed curriculum at least twice 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 Academic Core requirements.
- A maximum of $2,000 will be awarded for an individual faculty stipend.

Maximum grant: $2,500 Expected number of grants: 0-2

The Pennock Faculty Development Grant

Qualifications and restrictions:
- Adjunct and full-time faculty may apply.
- Grant provides financial assistance for faculty travel and direct expenses incurred in faculty pursuit of scholarly work.
- Stipends are not supported by this grant.

Maximum grant: $2000 Expected number of grants: 3-5

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 $3,000 may be requested for an individual faculty stipend.

Maximum grant: $6,000 Expected number of grants: 0-2

Coe Research Fellowship Award

Qualifications and restrictions:
- Only full-time faculty may apply.
- Funds must be used to support research projects.
- A maximum of $3,000 may be requested for an individual faculty stipend.

Maximum grant: $5,000 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 both 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

Worksheet for Preparing Application
(which must be submitted via Google Form)

Name:

Department:

Rank:

For which grants are you applying?

What other sources of funding do you have for your project?

Title of Project:

Start and End Date:

Please articulate the project's objectives, purpose, and outcomes:

Provide your project description here:

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):

Budget description: see the guidelines for student and faculty stipends. Please include the following: faculty stipend (hourly/weekly breakdown of work), student stipend (number of hours on task; course credit or monetary 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: list name, year awarded, and bullet points of accomplishments:

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, and rank - Beginning and ending dates - Objectives/ Purpose/ expected outcome - Project description - 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 specific list of all expenses related to supplies, special equipment, books, travel, etc. with estimated or actual cost - Stipend for faculty, 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: ● Publication ● 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.