VIRGINIA WESLEYAN UNIVERSITY

GUIDELINES FOR SUMMER FACULTY DEVELOPMENT GRANT PROPOSALS
Available under Faculty Forms:
https://www.vwu.edu/academics/academic-affairs/faculty-forms.php

Eligibility

Full-time teaching faculty, excluding those on visiting appointments, may apply for this support, individually or in teams. Faculty who have not previously received a grant will be given special consideration. While exceptions may occasionally be made for projects of extraordinary merit or where available funds allow, generally one person will not be assigned a grant two years running, nor will a Mednick recipient receive a VWU summer grant for the same summer.

The Purpose and Scope of the Program

The primary purpose of this program is to encourage and support a wide range of professional development activities that enhance the professional and pedagogical success of individual faculty and support the general intellectual vitality of the collective faculty endeavor. As it is expected that faculty put time into their professional activity as a matter of course, the primary purpose of these grants is to cover expenses affiliated with that time rather than to provide stipends for time. Hence, the funding of direct expenses will be prioritized over requests for personal stipends, which are likely only to be granted when a project serves an institutional rather than an individual priority.

Projects may include
- research or creative work aimed at presentation or publication
- development of interdisciplinary interests that will support scholarship or teaching
- the design of innovative and/or interdisciplinary courses
- development of new instructional modes, and
- projects intended to support the enhancement of institutional academic program and classroom effectiveness more generally.

Funds may be used to cover travel necessary for carrying out research on behalf of scholarship or study abroad courses. Projects may also include attending seminars, short courses, or similar activities. Grants rarely exceed $2,000.

Funding will typically not be approved for projects deemed to fall under the expectations of normal faculty duties, such as updating syllabi to reflect new textbooks, or for projects that, although they may have general merit, do not have clear relevance to the proposer in relation to his or her discipline or capacity as a member of the Virginia Wesleyan faculty.

Note: To be in compliance with federal regulations, any grant money not documented through receipts as direct expenses will be considered income and taxed accordingly.

Guidelines for Preparing Proposals

Proposals should include the following components:

1. Title Sheet

This sheet asks for your name, the date, and the title of your project.

2. Cover Sheet and Budget

Available under Faculty Forms. The information you provide on this sheet serves as a thumbnail account of your proposal, asking for title, time line, brief project description, and itemized budget.

The budget should be broken down into specific expenses and their purposes. Typical expense categories include travel and lodging, fees for seminars, copy expenses, and material essential for carrying out the project. Note that materials purchased with grant monies become the property of the University; if you budget for such materials, you should indicate where those materials will go at the completion of the project.

3. Project Narrative

Please provide a 1-2 page narrative in which you describe the nature and scope of your project and make the case for its support. Elements to address include:

   a. The intellectual or pedagogical merit of the project--its value to the discipline and/or to the institution and to your development as a scholar, artist, or teacher.
   b. Your anticipated methods, work plan, and, time frame; if this project is intended to be one step in a project of larger scope, explain how it relates and serves as progress
   c. Your preparedness to undertake and complete the project as proposed, including, if appropriate, work you have done on the project's behalf
   d. Your plan for disseminating or otherwise sharing the results of your work

4. Supporting Materials

To aid the proposal readers in their assessments, please provide the following supporting materials, to the extent that they are relevant to your project:

   a. Bibliography
   b. Curriculum vitae or abbreviated c.v. (to highlight previous work demonstrating the relevance of this project to your professional development and preparatory work indicating a readiness to undertake the project as you've proposed it)
   c. Any other materials that you deem especially useful to supporting your appeal for support

Criteria for Allocating Awards

A committee of representatives from each division, appointed by the Associate Vice President for Academic Affairs, will review the proposals and determine which proposals will be funded and whether approved funding requests can be met in whole or only in part. While every effort will be made to fund all proposals that merit funding, the proposals will be ranked to allow prioritizing of funding if the competition for funds necessitates it. Proposal Reviewers will be asked to evaluate and rank the proposals using the following guidelines:

1. Does the proposed project fall within the aims and scope of this funding program? Is the application complete, allowing appropriate assessment of its merits?

2. Is the project well defined and conceived, with a compelling case for its intellectual merits as well as a clear focus, clear objectives, and a clear plan for completion?

3. If the project is in the name of course development, does the proposed course development require expenses, or does it require time beyond what we expect faculty to incur within the everyday scope of their jobs (for instance, requiring the development of new areas of expertise or requiring the learning of new technologies?) And/or, does the attendant research have implications that go beyond the development of this one syllabus?

4. Has the proposer shown persuasively that this project is relevant to, and will contribute in clear ways to, his or her professional field, or to his or her professional expertise, or to his or her teaching and mentoring, or to the college's educational program more generally?

5. Is the budget well explained and either documented or reasonably projected?

Post-Award Reports

Persons receiving summer development grants are asked to file a brief report with the Office of the Provost by the end of the fall semester following the grant, addressing these points:

1. Findings/Results/Accomplishments: Describe the outcomes from your research and the impact the work has had or will have on your professional development.

2. Expenditure of Funds: Please provide an accounting of how the funds were expended.

3. Dissemination of Results and Publication: Please list how and where your research project's results will be disseminated, shared and/or published.

4. Timeline for Completion, if work is still in progress: Describe the specific activities that are still in progress or scheduled to be completed that directly relate to this project.

5. Future Work: Please provide any plans for future work directly related to this project.

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Faculty Development Grant Proposal

Cover Sheet and Budget

Name: _____ Date_____

Project Title:

Describe specific time span for project:

Please give a brief description of the nature of the project and its desired outcomes:

Project Budget

Please provide a specific budget for the proposed project. See Summer Development Grant Guidelines for budget guidelines.

Itemized budget:

Total amount requested: