

## **Faculty Development Grant Guidelines**

### **SUNY College at Old Westbury 2007-2008**

The Faculty Development Grants (FDG) program is jointly funded by the Office of Academic Affairs and the Old Westbury College Foundation and administered through the Office of Sponsored Programs, located in Room H-209 of the Campus Center (telephone extension 3215).

The FDG program provides grants to full-time faculty and librarians (including Visiting Appointments) to support creative and scholarly endeavors. These grants are intended to encourage the kinds of research and programmatic work that cannot easily or routinely be pursued without financial resources. While fostering a faculty member's creativity and/or scholarship will indirectly enhance the quality of student learning, these grants are not primarily intended to support curricular or pedagogical transformation.

Priority in the funding of FDG awards will be given to projects that are clearly designed to improve one's chances of securing additional funding through external grant competition.

#### **Types of Projects**

The FDG program supports projects (or stages of long-term projects) that are feasible, fully-planned, likely to be completed within the grant period, and promise to enhance the creative or scholarly life of individual faculty members and the SUNY College at Old Westbury community. The grants will support projects whose quality, originality, and sustainability demonstrate the potential for external recognition and/or additional funding within the near future. For reasons of equity, preference will be given to well-prepared proposals from individuals who have not received a SUNY College at Old Westbury FDG award within the previous two years and to first-time applicants to the FDG program.

#### **Amount of Funding**

Although the committee will accept individual requests up to \$3,000, most grants fall into the \$500 or \$2,000 range. Grants are usually for one year; but, in select cases, the committee may recommend renewal of a grant for up to two or three years. Collaborative proposals are welcome; grants to teams of faculty members will not exceed \$5,000.

#### **Proposal Submissions**

FDG applications for Fiscal Year 2007-2008 will be accepted through 5:00 pm, Friday, November 30. Complete applications should be submitted to the Office of Sponsored Programs, Campus Center, Room H-209.

Proposal content is described in the accompanying FDG Proposal Preparation Checklist. In fairness to all applicants, page restrictions outlined in the Checklist must be observed and all materials received in a timely manner.

### **Evaluation of Proposals**

The FDG Proposal Review Committee will be comprised of appointed faculty from the Schools of Arts and Sciences, Business, and Education; a representative of the Office of Academic Affairs; and the Director of Sponsored Programs. Before its first meeting to evaluate proposals, committee members will read all proposals and rate them on a five-point scale. The members will then discuss each proposal and their individual ratings. Committee members may ask the Director of Sponsored Programs to follow up with applicants regarding any questions and to conduct any necessary research on the proposals. Committee members will then prepare their final recommendations for submission to the President, the Provost, and the Executive Director of the Old Westbury College Foundation. The Director of Sponsored Programs will contact all applicants regarding the status of their proposals, following the final recommendations of the President.

When a member of the committee has submitted a proposal to be evaluated, that member must excuse himself or herself during the time the proposal is discussed and will not rate their proposal. The other committee members will vote and the total score will be multiplied by a fraction compensating for the member's absence.

### **Revocation of Approved Funding**

The Provost and/or the Executive Director of the Old Westbury College Foundation reserve the right to revoke the funding of proposals when, in their estimation, members have failed to utilize approved funds as detailed in the award letter or within the defined grant period.

### **Project Reports**

Each recipient of an FDG award must submit a written final progress report through the Office of Sponsored Programs. The report is normally due within two months following the completion date of the project or the end of the grant period, whichever occurs first. Guidelines for completion of final progress reports will be provided upon issue of a grant award. No proposal will be considered for funding if the applicant has failed to submit a written report for any previous FDG award received.

### **Reimbursement of Project Costs**

Complete instructions concerning the processing of project expenditures and the reimbursement of project costs will be provided with award letters. FDG awards must comply fully with all existing campus policies (e.g., travel reimbursement rates, title to

equipment, and supplies, and so on). FDG awards may be used to support such expenses as:

- Travel for necessary research (at most economical rates)
- Essential research materials (books, journals, digital resources) not easily available through campus sources
- Laboratory research (supplies, instruments, consumables, analytical services)
- Essential technology, not easily obtained from other campus sources (computer software and hardware, digital cameras, tape recorders, digital supplies)
- Essential supplies and materials for artistic work (visual and performing arts)
- Performance costs (fees for professional actors or musicians, instruments, staging, space rental)
- Publication costs (typing, editing, graphics, transcriptions, indexing, illustrations, reproductions fees)
- Campus program and projects with a clear academic focus

FDG grants do NOT support such expenses as:

- Faculty salaries, stipends, or honorariums
- Routine living expenses during period of work or research
- Travel or living expenses for any family members or companions
- Any personal items not essential to the specific scholarly or creative endeavor

### **Application Procedure**

Applications should be submitted to the address below:

#### **Office of Sponsored Programs, Campus Center, Room H-209**

Applications may be transmitted via e-mail to [murphyt@oldwestbury.edu](mailto:murphyt@oldwestbury.edu), but must include endorsement of the Department Chair and Dean. In such cases, Chairs and Deans may communicate their approvals via e-mail to this same address, observing the posted application deadline. Likewise, faculty collaborators (if any), must communicate their approval observing this deadline:

**5:00 pm, Friday, November 30, 2007**

### **Questions?**

Contact Tom Murphy at ext. 3215.

## **FDG PROPOSAL PREPARATION CHECKLIST**

Applications should be received in the **Office of Sponsored Programs, Campus Center, Rm H-209**, by no later than **5:00 pm, Friday, November 30, 2007**.

### **REQUIRED CONTENT**

A complete Faculty Development Grant (FDG) proposal includes all of the following:

- the FDG cover-page with signatures of the Grant Applicant, her/his Department Chair and Dean;
- the FDG budget form;
- the applicant's current c.v.;
- a project narrative, not to exceed 3 single-spaced pages. Project narratives should include all of the following sections:

- Purpose/Goals. An introductory paragraph describing the purpose and specific goals of the project.
- Work to Date. A brief account of related work already completed by the applicant (or, in the case of a new area of research investigation or other new work initiative, a concise literature review citing progress of others to date).
- Methodology. A description of that component of work made possible through FDG funding.
- Significance. The significance of the proposed work in relation to the Application Category selected.
- Timetable. When will planned activities (e.g., data collection, travel) occur? When do you expect to achieve projected outcomes or goals (e.g., submission of a grant proposal to an external funding source; submission of a manuscript for publication; or implementation of a classroom innovation)?

For those proposals involving human as research subjects, vertebrate animals, or biohazards, the written consent of the appropriate oversight committee must be included: Diana Papademas, Chair, Human Subjects Committee; Marie Metlay, Chair, Animal Care and Use Committee; Rita Colon-Urban, Chair, Biohazards Committee.

If your FDG proposal has been (or will be) submitted for review by any other funding source(s), please identify the other grant program and the expected date of award notification. FDG applicants must advise whether these proposals contain similar or different budget content.

When travel to a professional meeting or conference is proposed, please provide documentation of the applicant's role, e.g., presenting work, presiding over a conference session, or serving in some other conference/meeting or professional association leadership capacity.

### **OPTIONAL CONTENT**

If an applicant feels it would be beneficial to proposal reviewers, s/he may include any of the following:

- a project abstract (not to exceed 1 page).
- a budget explanation (not to exceed 1 page).
- a limited bibliography (not to exceed 1 page).
- a list of URLs relevant to the proposed work or helpful in relation to the budget (not to exceed 1 page). Please do not append hard copy of web pages; provide only the URL. Web pages cited will be read or examined at the discretion of each reviewer.

# PROPOSAL APPLICATION COVER SHEET FACULTY DEVELOPMENT GRANT, FY2007-08

Applicant's Name \_\_\_\_\_

Department & School \_\_\_\_\_

Faculty collaborators (if any) \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Proposed project period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Grant Categories (select one):

- Seed money to initiate or advance a project that could result in external funding. (Highest priority).
- Seed money for professional development projects intended to result in a publication, a professional presentation, professional performance, exhibition or comparable activity.
- Funds aimed specifically for classroom research, including the enhancement of teaching ability, the involvement of students in research projects or comparable activity.

### Other funding sources:

- Yes     No    Have you presented – or do you intend to present – this project to any other organization or grant competition for funding?

If yes, please include in this Faculty Development Grant proposal an additional page identifying the organization(s) or grant competition(s); the amount(s) of funding requested or already received; and explain how your Faculty Development Grant budget may differ from other proposals.

### Previous Faculty Development Grant Support

For this application to be considered for funding, an applicant must have submitted written reports on all previously received Faculty Development Grants. By signature below, I certify that I have submitted a written report for all past funding received under the Faculty Development Grant competition or its predecessor programs.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures of Faculty Collaborators (if any) \_\_\_\_\_

Signature of Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Deans may additionally provide letters of support as a part of this grant proposal or via e-mail addressed to [murphyt@oldwestbury.edu](mailto:murphyt@oldwestbury.edu).**

# Faculty Development Grant Budget

Expenses charged to Faculty Development Grant Awards must comply fully with all existing campus or SUNY policies (e.g., travel reimbursement rates, title to equipment and supplies, and so on). Please see program guidelines for more complete information concerning allowable expenses on FDG grants.

<b>Category</b>	<b>Item</b>	<b>Subtotal</b>
<b>Travel</b>		
<b>Supplies</b>		
<b>Other (printing, copying,etc.)</b>		
<b>Consultants</b>		
<b>Total Requested:</b>		