

## **Internal Grant Opportunities – St. Lawrence University Program Guidelines and Application 2009-2010**

### **Instructions: Scholarly Development Awards (Small Grants) and Faculty Research Fellowship Awards (Large Grants)**

#### **Overview of the Program**

The Dean's Faculty Development and Research Funds support various scholarly activities of full-time faculty. These funds, administered by the Associate Dean for Faculty Affairs Office, are available as Scholarly Development Awards (Small Grants) up to \$600 or as Faculty Research Fellowship Awards (Large Grants), up to \$2,500. Scholarly Development Awards (Small Grants) are administered throughout the year, whereas Faculty Research Fellowship Awards (Large Grants) are made twice per year after a review process. Applications for all grant awards should be made directly to the Associate Dean for Faculty Affairs.

#### **Scholarly Development Awards (Small Grants)**

Faculty Development Awards are designed to provide support to faculty as they pursue activities that will have a positive impact on their growth and development as scholars. Thus, these awards will support undertakings that support faculty research and other appropriate scholarly activities. Intended to serve all faculty, these grants help individual faculty members pursue their professional objectives and opportunities in their disciplines.

#### **Faculty Research Fellowship Awards (Large Grants)**

These grant awards are intended to provide more significant financial support for faculty research and other scholarly projects. The Faculty Development and Teaching Committee is responsible for reviewing Faculty Research Fellowship Award proposals and making recommendations to the Dean. The policy is to support projects selected for funding fully rather than support all proposed projects partially. Even if total requests do not exceed the available funds, the funded proposals must be judged worthy of University support.

#### **Deadlines**

As stated above, proposals for Scholarly Development Awards can be submitted at any time to the Associate Dean of Faculty Affairs Office. Proposals for Faculty Research Fellowship Awards are accepted twice a year, once during the fall semester and once during the spring semester. This year's deadlines are: **Monday, October 12, 2009** for the fall competition and **Monday, February 8, 2010** for the spring competition. After the Faculty Development and Teaching Committee and the Associate Dean for Faculty Affairs have reviewed all proposals and made their selections, their recommendations will be forwarded to the Dean of Academic Affairs. Announcements of funded proposals will be made approximately one month after proposal submission.

#### **Eligibility**

Scholarly Development Awards are available to all full-time faculty members. Faculty Research Fellowship Awards are available only to tenure-track and tenured faculty members at St. Lawrence.

## Scholarly Development Awards (Small Grants)

### **Program Overview:**

Scholarly Development Awards are offered to St. Lawrence faculty to help foster their development as scholars.

To apply for a Scholarly Development Award, you must complete the Scholarly Development Award Request Form (available on the Faculty Affairs website). This should include a brief **Project Description** describing the proposed work and expected outcomes of the faculty development or research project, as well as an itemized budget.

### **Funding Criteria:**

Applicants are encouraged to address the following evaluative criteria as they develop their application narratives and budgets, where relevant and appropriate:

1. The justification for the funds requested.
2. The potential significance for a faculty member's own professional development.

## **Faculty Research Fellowship Awards (Large Grants)**

### **Program Overview:**

Faculty Research Fellowship Awards are intended to offer assistance to faculty members as they launch new research projects or make progress with ongoing scholarship. Faculty Research Fellowship Awards are not intended to necessarily fund the whole of any research project. There are two levels of support for Faculty Research Fellowship Awards: \$2,500 and \$1,500. A recipient of a \$2,500 award will be ineligible for funds for the next two academic years. A recipient of a \$1,500 award will be ineligible for the next academic year. Applications for Faculty Research Fellowship Awards must include a statement about whether other possible sources of funding, both on and off campus, have been sought. Evidence of seeking funding elsewhere is especially important if a faculty member requests grant money for an ongoing project that has already been previously funded through a Faculty Research Fellowship Award.

### **Proposal Guidelines:**

Applications for Faculty Research Fellowship Awards require an expanded proposal. The proposal must incorporate greater depth and detail than necessary for a Scholarly Development Award and should be written so that Faculty Development and Teaching Committee members from all disciplines are able to understand its intent and methodology. The proposal should not exceed 3-5 single-spaced pages and must include:

1. **A complete Project Description:**
  - a) The text of the proposal must include the history of one's involvement with the subject.
    - a) The proposal should explain how your proposed research project fits into current and future research and your professional trajectory (e.g. how such a project might fit into your plans for tenure or promotion). In addition to the personal benefits of the project, the proposal should address how it will benefit the University.
    - b) The proposal requires an in-depth discussion of the current project and should include the goals, rationale, process or methodology. This section might also include questionnaires or other measures and/or the bibliography to be consulted. The committee strongly encourages applicants to devote considerable thought to this section of the proposal.
2. **An itemized budget.**
3. **A current curriculum vitae.**

### **Funding Criteria:**

All proposals for Faculty Research Fellowship Awards will be evaluated according to the following criteria:

1. The justification of the funds requested.
2. The reasonable expectation of the project's completion within the proposed time frame.
3. The promise of wider dissemination of the research by Faculty Forum, publication, or exhibition.
4. The relationship of the proposal to current University curricular initiatives and concerns.
5. The proposal should be submitted at a sufficiently advanced stage in the planning of the project to include a detailed methodology and/or itinerary and budget.

**Budget Guidelines:**

1. The University has a direct billing arrangement with Marathon Travel and all University employees should use this service for travel related to University business. Please see the University's travel web page or the "Procedures" paragraph in the "Travel to Professional Meetings Memo" on the Faculty Affairs web site for complete details.
2. Normally, when research projects involve travel, Faculty Research Fellowship awards fund up to 15 days of related lodging and meal expenses.
3. Meals will be reimbursed at the rate of \$20 per day with or without receipts.
4. Grants do not cover moving or community expenses, or rental cars.
5. Grants do not cover capital request items or equipment.
6. Grants are awarded for items and activities specified in the proposal. Any budgetary change must receive prior approval from the Associate Dean for Faculty Affairs.
7. Large grants are available only to those who will continue to be full-time faculty members at St. Lawrence during the academic year following the awarding of the grant.
8. Funds awarded must be used within a year of the date the grant is awarded.

**Post-Award Requirements:**

Recipients of a Faculty Research Fellowship Award are expected to present their work in a Faculty Forum within a year of completing the project.