Jayna Bonfini, Chair, FPD Committee   Paul Hettler, Coordinator, FPD Center

CALIFORNIA UNIVERSITYOF PENNSYLVANIA

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE

2020-2021 INTERNAL ANNUAL GRANTS PROGRAM

GENERAL INFORMATION AND GUIDELINES

REQUESTS FOR PROPOSALS

FILING DEADLINE:
No Later than Noon on April 2, 2021

Optional quality circle reviews will be scheduled upon request. If you desire a preliminary review of your proposal, please send an e-mail to fpdc@calu.edu by noon on March 16, 2021, to request an appointment with the reviewers.

FPDC Grants and Contracts Subcommittee

Definition – *Grants are defined as money given for a specific purpose. In academia, faculty may receive grants for the performance of research, service projects, enhancing or developing pedagogical skills, and/or equipment and supplies needed to facilitate the aforementioned areas. Generally grants are awarded based on the merit of a proposal written for said monies.*

Purpose – *The purpose of the Grants and Contracts Subcommittee is: 1) to aid faculty in the grant application process; 2) to facilitate "Quality Circle" grant review; 3) to sponsor grant-writing workshops for faculty; and 4) to serve as a reviewing subcommittee for the main FPDC.*

Membership Stipulation – *To qualify for membership on the Grants and Contracts Subcommittee, a person must be a member of a faculty department who is available to serve a three-year term and has experience with grant writing and research.*

CONTENTS

I.   FPDC Grants Programs General Information

II.   Annual Grants Program

Scholarly Activity
Teaching
Service

III.   Application Package

I. GENERAL INFORMATION AND GUIDELINES FOR ALL FPDC GRANTS PROGRAMS

These guidelines include directions and criteria that apply to proposals submitted for the Faculty Professional Development Committee (FPDC) grants program. More specific information and Requests-for-Proposals (RFPs) for the FPDC's Annual Grants Program are appended to these guidelines. **Be sure to adhere to both the general guidelines and the specific criteria and stipulations provided in the particular RFP when preparing a proposal.**

PURPOSE

The Annual Grants Program is generally intended to provide professional growth opportunities for individual faculty (although joint and group projects are also welcome). A general definition of "faculty professional development," as the Committee interprets it, is included in the criteria section on the following page.

ELIGIBILITY

A proposal will not be considered if it is illegible, if it fails to comply with these guidelines, or if the information provided is incomplete.

1. All full-time faculty members (tenured or tenure-track) are eligible for this grant.

2. Project directors must be California University of Pennsylvania faculty members.

3. Faculty may conduct grant-funded projects while on sabbatical leave, but may not request salary replacement funds in these circumstances.

4. Project directors of previous local (internal) FPDC grant awards are eligible to apply, but their current proposals must include an appendix consisting of no more than one side of one page listing the year, title, and category of previous grants and briefly indicating project outcomes. If the project was funded in the preceding year and is therefore, in progress, the anticipated result may be indicated.

5. Proposals focusing primarily on normal university functions (e.g., academic program review, accreditation studies) **will not** be considered.

CRITERIA AND DEFINITIONS

The following criteria (with the first three carrying the greatest weight) will be applied in evaluating all grant proposals submitted to the FPDC:

1. **Potential professional development benefits to be realized by faculty member(s) involved.**

    Professional development involves the acquisition of knowledge and/or development of skills related to some aspect of the faculty member's professional responsibilities. The learning may involve increasing knowledge of one's own or a related discipline, the interrelationships among disciplines, how students learn, issues facing colleagues in business or basic education or another professional field, or national trends and issues in higher education. A faculty member may develop artistic skills, hone research skills, improve skills in organizing and integrating knowledge, develop pedagogical skills, sharpen performance skills, gain experience in using administrative skills, or learn how to use technology to enhance teaching and learning.

    The professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member's ongoing growth and development as a professional teacher-scholar.

2. **Significance and impact of the proposed project and its projected outcomes in relation to the purpose of the RFP category.**

    Significance and impact of the proposed project and its outcomes focuses on what others will learn or how they will benefit from the work. "Others" may be students, disciplinary colleagues locally or nationally, other faculty colleagues at one's own university and/or other institutions, members of community groups, government agencies, health care organizations, public school personnel, etc. How much will others learn? How many stand to benefit from the project in one or more aspects? How important is the contribution to knowledge – and/or to the well-being of some target group – that the project promises?

3. **Clarity, completeness, and reasonableness of the proposal and the budget request, including adherence to these guidelines.** Specifically, address the following points as completely as possible:

    What you or others have done previously that relates to your purpose.
    What you hope to accomplish.
    What work will be done during the course of the project.
    Who will perform the work, i.e., include names of students, consultants, presenters, etc.,
          whenever possible, to show advance planning for the project.
    How the work will be performed.
    Where the work will be performed.
    When the work will be performed (grants usually run for 14 to 16 months).

4. **Feasibility of realizing the project's objectives, given applicable expertise, financial resources, and proposed timeline.**

5. **Appropriateness for Faculty Professional Development Committee funding.**

    Consideration should be made regarding the nature of the project, items for which grant funding is requested, and the probable availability (or lack thereof) of other funding sources.

II. FPDC ANNUAL GRANTS PROGRAM

GENERAL STIPULATIONS

In addition to the eligibility requirements listed in the General Information and Guidelines (pg. 2), the following stipulations apply specifically to the FPDC's Annual Grants Program.

1. A faculty member may not submit more than one proposal each cycle to the Annual Grants Program for which he/she is to serve as the Project Director.

2. Proposals submitted in response to the RFPs in this document will be considered only in the RFP category designated on the title page. As there is some overlap among the categories, in some cases, applicants will need to choose the category that represents the "best fit" for their proposal.

3. The timeline for proposed projects should fall between **June 1, 2021** and **December 31, 2022**. Any grant funds not used or encumbered by that date are to be returned to the FPDC.

4. In determining what proposals are appropriate for the FPDC's Annual Grants Program, you should be aware that grant requests range from $1,000 to $6,000, but typically average $3,000.

5. The Annual Grants Program is not intended to be a continuing support mechanism for ongoing projects. The Committee encourages individuals to use these grant funds as seed money to provide support for applications to other funding sources. Repeated requests for funding of ongoing projects will be reviewed with this in mind.

SUBMISSION REQUIREMENTS AND DEADLINE

An electronic copy of the proposal (endorsed by the department chair and college dean) must be e-mailed to fpdc@calu.edu **by noon on April 2, 2021**, with a copy of the optional Demographic Data Form.

EVALUATION PROCESS FOR THE ANNUAL GRANTS PROGRAM

The FPDC review process will utilize "Quality Circle Review" to evaluate submitted proposals. This is NOT MANDATORY but encouraged to strengthen the quality of a proposal submission. This review process will occur on a date to be determined after March 16, 2020, to allow opportunity for any revisions prior to the filing deadline of noon on April 3, 2020.

Date for Notification of Funding: by April 30, 2021

REQUESTS-FOR-PROPOSALS FOR THE ANNUAL GRANTS PROGRAM

CATEGORIES

Scholarly Growth

To promote and support individual or joint faculty projects in all disciplines, where that activity will contribute to professional growth and is intended to result in an appropriate presentation, demonstration, publication, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies. Faculty may engage in projects (including distance education) that foster novel research; creative and the performing arts; or any other activity identified as scholarship.

Projects are expected to result in juried presentations or exhibitions, public performances, publications, or some other recognized form appropriate to the particular field. The Committee will not fund proposals that are aimed primarily at funding traditional arts series nor will it provide funds to pay stipends to faculty for participation in professional development activities, e.g. workshops, retreats, etc.

Teaching

To promote and support opportunities for faculty to explore innovative or alternative instructional methods (including effective use of technology), conduct classroom research, revise curricula, or develop assessment strategies intended to strengthen teaching and learning. Development of a course/courses or academic programs that incorporate community service and the principles of service-learning are encouraged. Such courses should engage students in responsible, challenging service and provide structured opportunities for analysis of and reflection on the service experience and the larger context of service in a democratic society.

This category includes: individual projects, faculty pairs, teams, committees, or small groups that seek support for projects such as interdisciplinary curriculum development, enhancement of General Education, or development or expansion of learning communities. Moreover, this category can be used by academic departments which seek to redesign their programs; modify, expand, or develop greater expertise in pedagogy within the discipline; incorporate technology into their curriculum and instruction, or develop assessment strategies intended to provide data for program improvement. However, grants will not be accepted if work releases have been granted for program review. Two or more departments, who wish to collaborate in such initiatives, may also submit proposals in this category. Projects focusing on assessment are encouraged at the student, course, or program levels. FPDC will not approve use of grant funds to pay basic education teachers for participation in funded projects or to pay for substitutes for such teachers.

Service

To promote and support faculty and student involvement in public service. Projects are expected to result in significant service to external organizations, non-profit agencies, or target groups within the community or region. In addition, there should be an expectation of faculty and student growth in understanding community needs and how participants can help meet those needs. Proposals involving development or implementation of courses incorporating "service-learning" may be submitted here or in Teaching. Proposals including meaningful approaches to evaluating faculty professional service activities would be welcomed.

III. APPLICATION PACKAGE

PREPARATION OF THE PROPOSAL

Because many copies of many grant proposals are sent to reviewers and Committee members, the FPDC has strict limits on lengths. Required formats for certain parts of the proposal are also important to insure clarity, consistency, comparability, and concision.

Please carefully observe the following instructions:

1. Grant proposals **must not exceed six pages**, single-spaced, including the title page and budget summary. (Use the format provided on pp. 12-13.) The proposal must be submitted electronically to fpdc@calu.edu.

2. A one-page summary of any previous local FPDC grant(s) received should be included.

3. The font size used in the proposal must be no smaller than the font size on this page (Times New Roman, 11 point).

4. All pages of the proposal must be numbered (preferably at the bottom) beginning with the title page.

5. The FPDC and its Sub-Committee on Grants and Contracts comprises people from a variety of disciplines; care should be taken to avoid disciplinary jargon as much as possible.

6. Submit only one copy of the demographic data form (pg. 14), do not attach it in any way to your proposal. Send it as a separate document, along with the proposal, in the email to fpdc@calu.edu. This form is optional and does not count in the six-page proposal limit.

7. Check and re-check the budget instructions to be sure that your proposed budget is in compliance and follows the format given on pages 10 and 13 of these guidelines. Verify that the amount requested from the FPDC listed on the proposal title page is accurate and agrees with the amount listed as the total in the **first column** of the budget sheet.

8. Examine your proposal carefully and check your addition on the budget page.

The following items must be included in all grant proposals:

1. The title page in the required format (pg. 12). Be sure to include project title and RFP category. The title should clearly indicate academic purpose/intent to a lay reader. Co-Project Directors may be listed, but all correspondence pertaining to the proposal will be sent only to the first person listed, who will be held accountable for submitting the final project and financial reports, if a grant is awarded. The title page also includes a one-paragraph abstract (approximately 150 words) of the proposal written in non-technical language and provides spaces for required endorsement signatures.

2. Endorsement signatures of the applicants department chair and the College Dean or appropriate manager (or designee) on the title page are required. If approved, the FPDC Chair will add the final endorsement.

3. Project narrative – The narrative should be concise, but include sufficient information to permit effective review by both disciplinary peers (in the case of research proposals) and a multi-disciplinary group. Be specific and informative; avoid redundancy. All proposals should include the following sections:

   Background and Significance (approx. ½ to 1 page) – Give the reader a perspective, briefly sketch the background of the present proposal, evaluate existing knowledge or practice (what others have found or done), and specifically identify the gaps or needs which the project intends to fill. If you have performed previous work related to the proposal, describe previous findings or outcomes. Clearly state your view of the proposed project's significance.

   Goals and Objectives (approx. 1/3 to 1/2 page) – List your broad, long-term goals (including professional development goals), and provide a point-by-point listing of the specific objectives to be addressed in the proposed project.

   Description of Project (approx. 2 pages) – Describe the design of your project and the procedures to be used or activities to be engaged in to accomplish your specific objectives. If appropriate, include the means by which data will be collected, analyzed, and interpreted. Provide a tentative sequence or timeline for the work. Your description might be divided into further sub-sections for clarity.

   Expected Outcomes (approx. ½ page) – List expected outcomes, including what you expect to learn and what others will learn. Describe means of evaluation, application, and/or dissemination of findings or results. Explain any plans for continuing the project beyond the grant period.

4. Project budget – The final page of the proposal should include the budget, presented in the required format (pg. 13), with Budget Notes that explain exactly how budget figures were determined and how grant funds will be used. Check addition to be sure the numbers are correct.

5. Assurance of compliance with university research requirements – It is the responsibility of the Project Director and the submitting department to assure compliance with all university research requirements (e.g., Human Subjects Research, Animal Welfare, Conflict of Interest, Integrity in Research, etc.) and seek IRB approval as appropriate, if applicable to the proposed project. Proposals should reflect the Project Director's awareness that approval from particular review bodies is needed and should indicate the timeline for securing such approval.

6. A summary curriculum vitae or resume for the project director **must be appended** to the proposal. The vita should include only information relevant to the proposal and must not exceed two sides of a single sheet.

7. References – A full review of literature is not expected, but any sources cited or particularly relevant to the proposal should be listed in an appendix limited to one page. Use the Publication Manual of the American Psychological Association (APA), 5th edition to cite relevant literature.

BUDGET INSTRUCTIONS

The project budget must include all anticipated expenses and revenue. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. Applicants are expected to exercise prudence and request funds only for essential costs that cannot be covered otherwise. The following instructions pertain to specific budget items: **All amounts should be rounded to the nearest dollar.**

PERSONNEL

Funds in this budget line can include: faculty summer salary and California University of Pennsylvania student wages (undergraduate or graduate).

Faculty summer salary – The Committee will award no more than $1,750 per faculty member per month for up to two months during the summer. The maximum stipend assumes full-time work on the project during the time period for which it is granted. Lower summer stipends should be requested if the faculty member(s) will not be devoting full-time to the project during the funded period. Justification in terms of the amount of work to be accomplished during the summer must be provided in the narrative.

Student Wages – The exact nature of work to be performed by students should be indicated either in the proposal narrative or the Budget Notes. Funding requests for student hourly wages that exceed Pennsylvania's minimum wage must include justification in terms of university policy and/or the nature of the work to be performed by students. Clearly indicate how much students will be paid and for how many hours. Only students currently enrolled at the California University of Pennsylvania can qualify for funding through the Annual Grants program.

OPERATIONAL

Funds in this budget line are intended to provide support for consumable items and other expenses encumbered to perform the activities of the proposed grant.

Supplies – These are consumable items required to carry out the project, e.g., paper, lab supplies, printer ink, paint.

Operating Expenses – These include expenses for postage, telephone, copying, etc., not covered by the university, plus refreshments or other costs associated with meetings that may be part of the project.

Travel – Estimates of travel expenses included in project budgets should conform to University travel expense regulations. A completed University travel form, obtained through your department must accompany this application for each participant. Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from the departmental or university budget. Expenses can include mileage reimbursement for personal vehicle use, tolls/parking, food, and lodging.

EQUIPMENT

Equipment – Includes those items that are not consumable that remain with the faculty member/University after completion of the proposed project. Requests for equipment, books, computer software, or similar items **not to exceed $2,000** will be considered, provided that the proposal offers strong justification related to the needs of the project. Any such items purchased with FPDC grant funds will be the property of the University. Strong justification must be provided for equipment requested normally

covered by departmental or college budgets. If equipment is being purchased for institutional purposes, departmental co-funding is encouraged and should be reflected in the budget.

CONSULTANT/HONORARIA

Consultant/Honoraria – If the proposal requires the expertise of those outside the University Community (not to include students) a *curriculum vitae* should be provided as well as a short narrative explaining why this individual(s) is needed. Consultants may be compensated for their contribution, **not to exceed $2,000**.

OTHER BUDGET CONSIDERATIONS

Departmental or College Contribution (Match) – To gauge the feasibility of a proposed project – whether or not its goals can be accomplished – the Committee requires information about additional funding, including any departmental or college contribution that has been committed to the project.. In the Budget Summary, please list only specific dollar amounts, if any, pledged to the particular project by the department or college or from other sources. It is assumed that in-kind support (e.g., some clerical support, copying, etc.) will be provided in many cases; in-kind support may be mentioned in Budget Notes, but estimates of the monetary value of this support should not be included in the Budget Summary.

Other Revenue Sources (Match) – Estimated or actual funds pledged or anticipated from external sources should be listed in this column of the budget format; these sources should be identified in the Budget Notes.

Contracts – Proposals that involve a contract for a book or other materials to be prepared as part of the project must append a copy of the contract (or the most critical page of it). Advance payments from the contractor should be included in the Project Budget under Other Revenue Sources; anticipated royalties need not be listed as part of the Budget Summary, but an estimate should be included in the Budget Notes.

Fringe Benefits – Funds to cover fringe benefits for faculty summer salary, student wages, or any other compensation to individuals will not be included in grant awards. Because of the variability in amounts required for benefits and the fact that accurate estimates cannot always be made in advance, the University will be asked to cover benefit costs where needed. Estimated costs for benefits, including benefits required for summer stipends, should be included in the Departmental or College Contribution column of the budget summary.

Travel to present a paper on the results of the funded project will not be funded. Applicants should seek FPDC travel monies for such activities. Refer to the GSA Domestic Per Diem Rates for travel within the US.

Indirect Costs – The Committee does not fund overhead or indirect costs.

Budget Format - The required format for the proposal Budget Summary is on page 13 of this RFP.

REQUIRED FORMAT FOR TITLE PAGE OF PROPOSAL

Project Title:

RFP Category (circle one):

Scholarly Growth   Teaching   Service

Total Grant Amount Requested from FPDC:

Department: College:

Project Director (name, position, telephone number, e-mail address):

Other Participants (names, departments):

ABSTRACT (one paragraph, approximately 150 words in non-technical language):

Endorsement: _____ Date _____
                    Department Chair

Endorsement: _____ Date _____
                    College Dean or Area Manager

Endorsement: _____ Date _____
                    FPDC Chair (if approved by FPDC)

REQUIRED FORMAT FOR BUDGET SUMMARY

Round off all numbers to the nearest dollar and list only whole dollar amounts.

Project Budget	Proposed Grant	Match* Contribution	Totals
Salaries/Stipends			
Student Wages			
Supplies			
Operating Expenses			
Travel			
Equipment			
Honoraria (for consultants)			
Other (specify)			
TOTALS	_____**		

* Please indicate the source in Budget Notes

** This figure is the total grant amount requested from the FPDC and must be listed on the title page of the proposal. Note: Please check mathematical calculations carefully.

Budget Notes – On the Budget Summary sheet, provide supporting detail for all budget items that are not self-evident or fully explained in the proposal narrative. Show how particular amounts were calculated. For example, if the Budget Summary lists $3,500 for Salaries/Stipends, the Budget Notes should explain: Prof. Smith – 1 month summer stipend @ $1,750, and Prof. Jones – 1 month summer stipend @ $1,750 = $3,500. If $1,700 is listed for Student Wages, then the Budget Notes might explain: Two students for 10 hours per week x 20 weeks x $4.25 per hour = $1,700. Be sure to identify any "Other Revenue Source(s)."

DEMOGRAPHIC DATA FORM (OPTIONAL)

The goal of the Faculty Professional Development Committee is to provide professional development opportunities that meet the interests and needs of as many faculty as possible. One way of assessing the Committee's effectiveness is to determine what faculty groups are over- or under-represented among those who submit grant proposals and receive awards. If certain disciplinary or age groups, for example, are consistently under-represented among grant applicants, grant recipients, and participants in other Committee programs, the Faculty Professional Development Committee will seek ways to encourage those groups.

Name of Project Director: _____

Proposal Category: _____

Academic Rank: _____Instructor
                _____Assistant Professor
                _____Associate Professor
                _____ Professor

Primary Academic Discipline:_____

Gender:_____Male   Status:_____Non-Tenure Track
       _____Female   _____Tenure-Track

                                      _____Tenured

Highest earned degree: _____

Date when highest degree awarded: 19__

Years at California University of PA (full-time):_____< 4 years
                                     _____ 5 - 10 years
                                     _____ 11 - 20 years
                                     _____ >20 years

Years as a college faculty member (all institutions combined): _____

Age: ____ 25 – 34
        ____ 35 - 44
        ____45 - 54
        ____55+

Racial/Ethnic origin: _____American Indian or Alaska Native
                        _____Asian
                        _____Black or African American
                        _____Hispanic or Latino
                        _____Native Hawaiian or Other Pacific Islander
                        _____White
                        _____Other _____

Please submit only <u>one copy</u> of this form (attached separately) per grant proposal. It is not sent to reviewers.

Faculty Professional Development Committee

**CHECK LIST FOR PROPOSAL WRITERS
AND CAMPUS SCREENING COMMITTEES**

Read and carefully follow the Committee's General Information and Guidelines, along with the individual Requests-for-Proposals information.

- ❑ Does your proposal meet the five eligibility requirements on page 4 of the guidelines?

- ❑ Does your title page follow the required format?

- ❑ Does your proposal stay within the length prescribed by the FPDC Guidelines? Are your pages numbered? Are your copies duplexed (that is, copied on both sides of the sheet)? Be sure that no pages have been omitted during the copying process.

- ❑ Review the Budget Instructions to be sure that your Budget Summary and Format are in compliance.

- ❑ Does the figure listed on your title page for Total Grant Amount Requested from the FPDC correspond to the total of the first column in your Budget Summary? Check your addition to be sure the amounts listed add up to the total you are requesting from the FPDC.

- ❑ Do you fully explain Budget Notes and provide supporting details for each budget category?

- ❑ If you have previously received an FPDC grant(s), have you listed the year, project title, and outcomes in a short appendix? **This is an eligibility requirement**.

- ❑ Do you limit your appendices to those specifically listed as acceptable?

- ❑ Are the required curriculum-vitae limited to two sides of one sheet of paper?

- ❑ Are the goals or anticipated outcomes of your proposed project clearly stated?

- ❑ Have you spelled out the project's anticipated professional development benefits?

- ❑ Have you indicated briefly what you and/or others have accomplished previously in relation to the purpose of your project (if applicable)?

- ❑ Does the proposal indicate <u>what</u> will be done, <u>when</u>, and <u>by whom</u>?

- ❑ Have you avoided excessive use of disciplinary jargon?

- ❑ Have you indicated the significance and impact of the proposed project and its outcomes?

Proposals that <u>do not meet</u> the RFP Guidelines will not be <u>funded</u>.