Plan for use of FSU Faculty Development Funds

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Faculty development funds will be awarded based on proposals submitted to the Research Funding Advisory Committee, which will be chaired by the Dean of the Graduate School and will consist of three representatives named by the Office of Academic Affairs and three members appointed by the Faculty Senate.

Research funds will be used to support 1) research projects, 2) instructional design projects, and 3) participation in workshops and conferences as specified below.

1. Research project – Faculty may propose mini-grants to support research [AND/OR CREATIVE] projects, especially those related to UNC Tomorrow, with emphasis on global readiness, access, teacher education, health, the environment, economic transformation, and outreach and engagement or FSU priorities of community justice, entrepreneurship, health disparities, teaching excellence, world service, or other related areas, such as the arts and humanities. Priority will also be given to research that involves students in research opportunities. The applicant for a research project must demonstrate that grant will enable him or her to complete an article for publication, make a presentation at a conference, submit a grant proposal to a funding agency, and/or lead to some other tangible result. Grants will normally not exceed $5,000.
   a. Use of funds - Funds may be used to support 1) release time for up to 25%; 2) travel to locations necessary for the research, 3) salaries for student assistants, 4) equipment (not to exceed $1,500) that is essential to the research; 5) purchase of books, software, surveys, supplies, and other materials related to the research, 6) other miscellaneous expenses, such as cost of postage and telephone calls. Recipients of research grants will be required to present the results of their research to a campus of community audience. In addition, recipients will deposit a copy of their work in the university library for inclusion into the Digital Commons @ Fayetteville State University. Grants will normally not exceed $5,000.
   b. Application - Applicants must submit a proposal that consists of 1) a narrative that describes the questions, problems, or needs that the research will address; 2) a summary of previous work related to the project; 3) a timeline; 4) a plan for dissemination of the results of the project; and 5) a budget and budget narrative. Proposals will normally not exceed five, double-spaced, pages.
   c. Review – Applicants must submit proposals by specified deadline each semester (to be determined) for projects to begin in the subsequent semester or summer term. The proposal must be approved by the applicant’s chair and dean prior to submission to the Advisory Committee. The committee’s recommendation must be approved by the Provost and Vice Chancellor for Academic Affairs.
2. Instructional design project – The grants will support scholarship about teaching and learning by supporting individual faculty efforts to apply the research of teaching and learning to specific courses at FSU. Priority will be given to projects that are likely to result in findings that can guide other faculty members at FSU and will add to the scholarship of teaching and learning. Grants will normally not exceed $5,000.
   a. Use of funds - Funds may be used to support 1) release time for up to one course; 2) participation in conferences, workshops, other institutions, 3) salaries for student assistants, 4) equipment (not to exceed $1,500) that is essential to the research; 5) purchase of books, software, surveys, supplies, and other materials related to the research, 6) other miscellaneous expenses, such as cost of postage and telephone calls. Recipients of instructional design grants will be required to present the results of their research to a campus of community audience. In addition, recipients will deposit a copy of their work in the university library for inclusion into the Digital Commons @ Fayetteville State University. Grants will normally not exceed $5,000.
   b. Application – Applicants for instructional design grants must submit a proposal that includes 1) a summary of the research that informs the project; 2) a plan for applying the research in a specific class; 3) strategies for assessing the impact of the project on student learning; 4) a timeline; 5) a plan for disseminating results; and 6) a budget with budget narrative. The proposal will normally not exceed five, double-spaced, pages.
   c. Review - Applicants must submit proposals by specified deadline each semester (to be determined) for projects to begin in the subsequent semester or summer term. The proposal must be approved by the applicant’s chair and dean prior to submission to the Advisory Committee. The committee’s recommendation must be approved by the Provost and Vice Chancellor for Academic Affairs.

3. Participation in conferences and workshops – Funds will be provided to support participation in conferences and workshops that will enhance faculty expertise in his/her subject area and/or lead to instructional improvements. Applicants may seek support for registration expenses, travel, and hotel expenses, not to exceed $1,500.
   a. Application - Applicants must submit a Travel Authorization Form with a one-page narrative that explains how the travel will enhance the faculty member’s expertise or help him/her improve instruction. The narrative must also include a plan for sharing with colleagues the information gained at the conference/workshop.
   b. Review – The chair of the Research Funding Advisory Committee may approve requests for travel on behalf of the committee. The travel request must be approved by the Provost and Vice Chancellor for Academic Affairs.

The Research Funding Advisory Committee will review these guidelines and make recommendations for improvement as appropriate. All decisions made by the Research Funding Advisory Committee and approved by the Provost and Vice Chancellor for Academic Affairs are final.