

# GENERAL INFORMATION – 2013-2014 GRANT PROGRAMS

## SHIPPENSBURG UNIVERSITY CFEST

Each year the SU Foundation and the University, through the Provost's Office, provide funds on a competitive basis to support faculty professional development. The Center for Faculty Excellence in Scholarship and Teaching (CFEST) Committee for Grants Administration, comprised of 5 faculty and 5 academic administrators meet and review requests for funding.

Outlined below are areas for which support is available and the deadlines for applying.

### CATEGORIES FOR PROPOSALS

#### 1. Travel to professional meetings

- Deadlines for submission: 12:00 noon on 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted)
- Subcategories:
  - (1) Presentation of paper/poster
  - (2) Required attendance as officer of a national organization
  - (3) Teaching enhancement
- Timeline of travel: 1 July 2013 through 30 September 2014.
- Award limits: Faculty may apply for multiple travel grants within the fiscal year (1 July – 30 June, based on dates of travel) until the maximum award limit of \$1400 has been hit. (Note: awards for travel 7/1 through 9/30 count toward limits in the fiscal year when travel occurred.)
- Faculty co-presenters: A maximum of \$2100 will be awarded to co-presenting SU faculty, split among the applicants. Faculty co-presenters must apply for travel funding within the same monthly grant cycle
- Faculty-student co-presenters: CFEST has dedicated a maximum of \$10,000 (partially funded by the College Deans) to support 2013-2014 faculty conference travel under the category of faculty-student co-presentation. To be eligible, the faculty member must: (a) demonstrate direct involvement in the research and the presentation, not just mentor a student presenter (i.e., faculty member must be listed as a co-author), and (b) first apply for travel funding via the Undergraduate Research Program (not applicable in the case of research with graduate students). CFEST funds are not available to support student travel or for faculty co-presenting with students at state-level conferences. Note that this category is highly competitive.
- Final report and original receipts for reimbursement of expenses are due within 30 days of the return from the trip. Expenses will be reimbursed only after receipt of final report.

#### 2. Faculty Training and Continued Education (FTCE)

- Deadlines for submission: 12:00 noon on 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted)
- Purpose: to support efforts to improve pedagogy, teaching, or scholarship through attendance at workshops or other innovative approaches. Proposals to further course development (beyond normal expectations of faculty) and department-wide initiatives are encouraged.
- Timeline of grant project: 1 July 2013 through 30 September 2014.
- Award limits: One FTCE grant per faculty member per fiscal year. Faculty developing proposals with budgets in excess of \$2,500 for individual projects or \$5,000 for department projects must discuss the proposal with the Directors of Grants Administration prior to submission.

- Budget Note: No faculty stipend or student wages are permitted for this type of grant.
- Deadline for expenditure of funds: 30 September 2014 (for travel/tuition/registration).

### 3. Teaching and Research Excellence (TRE)

- CFEST TRE grants are modeled after the PASSHE Faculty Professional Development Council Annual Grants. For 2013-14, funding for the PASSHE grant program has not been allocated yet. Information regarding the FPDC program for 2013-14 will be posted on the CFEST website as soon as it becomes available. Regardless, SU CFEST will continue to fund some projects via the local TRE program and you are encouraged to apply for these funds.
- Please review the RFP for complete information (download from the CFEST web site at [www.ship.edu/cfest](http://www.ship.edu/cfest)).
- Deadline for submission: Noon on January 23, 2014
- TRE proposals should address faculty professional development including:
  - Research (including joint faculty-student research)
  - Joint Faculty-Student Public Service
  - Creative and Performing Arts
  - Curriculum, Instruction, and Assessment (including dept. and group projects)
  - Individual Career Enhancement (including completion of advanced degree)
  - Development of an Extramural Grant Proposal (discuss with a Co-Director of Grants Administration, Lea Adams or Paul Taylor ([CFESTGrants@ship.edu](mailto:CFESTGrants@ship.edu)), prior to submission)
- Timeline of grant project: March 1, 2014 to August 31, 2015
- Award limits: One TRE or FPDC grant per faculty member per year. No faculty member will be awarded TRE or FPDC grants that overlap in timelines.
- Budget Notes: Budget limit \$6,000. Faculty stipends and student wages are permitted in this type of grant. Equipment that is essential to the proposed activity *and* is not a responsibility of the department or college is allowed up to \$2,000.
- Deadline for expenditure of funds: August 31, 2015.

**NOTE ON PROPOSED ACTIVITIES:** Proposals focusing primarily on normal university functions (e.g., academic program review, accreditation studies, routine updating of courses and programs) will not be considered. In addition, CFEST encourages individuals to use these grant funds as seed money to provide support for applications to other funding sources. It is not the intent of the CFEST to be a continuing support mechanism for ongoing projects. Repeated requests for funding of ongoing projects will be reviewed with this in mind.

When preparing your justification for support, remember that your audience is not only CFEST but also the SU Foundation Board that is comprised of members of the local community, legislators and CEOs. Final reports are required in all categories within 30 days of completion of project. These reports are also submitted to the SU Foundation Board to justify future funding from the Foundation.

**QUESTIONS?** As with any granting agency, the more contact you have with the grant officer, the greater the likelihood for success. Contact the CFEST Co-Directors for Grants Administration (Paul Taylor and Lea Adams, [CFESTgrants@ship.edu](mailto:CFESTgrants@ship.edu) ) with any questions.