

FACULTY PROFESSIONAL DEVELOPMENT COUNCIL GRANTS
PASSHE and SHIPPENSBURG UNIVERSITY CFEST
2014-2015

Purpose: The PASSHE FPDC (Faculty Professional Development Council) and the Shippensburg University Center for Faculty Excellence in Scholarship and Teaching (CFEST) funds projects that will contribute to the faculty's continued professional growth and development as teaching scholars.

CFEST will conduct a single review of proposals to be considered under both the PASSHE-FPDC and Shippensburg-FPDC (formerly known as TRE) Annual Grants Programs. The FPDC will award approximately \$325,000 to support the Annual Grants Program in 2014-2015 and SU CFEST expects to support a few additional proposals not selected for funding by the PASSHE-FPDC.

Eligibility: All tenured and tenure-track faculty. Only one FPDC grant will be awarded per person per fiscal year. Timeline of future requests must begin after completion of prior grant.

Timeframe for activity: May 1, 2015 to October 31, 2016

Expectations of awardees: Final reports on the outcome of the project are due within 30 days of completion of trip/project. Funds must be expended in a timely manner to meet purchasing and travel funding deadlines.

Subcategories (see RFP for full information):

1. Research (including joint faculty-student research)
2. Joint Faculty-Student Public Service
3. Creative and Performing Arts
4. – removed and reserved – Curriculum, Instruction, and Assessment (see FPDC RFP)
5. Individual Career Enhancement in Off-Site Settings (including completion of advanced degree)
6. Development of an Extramural Grant Proposal (discuss such proposals with the CFEST Grants Administration Co-Directors, Lea Adams and Paul Taylor (CFESTGrants@ship.edu), x1115 or x1705)

Proposal Format:

All proposals submitted must follow the guidelines of the PASSHE-FPDC Annual Grants Program included in this document. Lists of grant writing mentors are also available at the CFEST and the PASSHE-FPDC web sites. If required, contact the co-chairs of the SU Committee on Research on Human Subjects (Dr. Bob Hale x1177 and Dr. Turi Braun x1376) and/or the Animal Care Committee (Dr. Kathryn Potoczak, x1372) for letters of compliance.

Deadlines and procedure:

14 November 2014 12:00 noon	Send declaration of intent to apply to CFESTGrants@ship.edu
20 November 2014 3:30 PM	Grant writing workshop, Lehman Library 016
20 January 2015 12:00 noon	Submit proposals electronically (PDF or MS Word) to sldins@ship.edu following required format, including department chair and dean signatures.
Early February 2015	Results of CFEST review announced, with proposals selected for revision and submission to PASSHE-FPDC. (Note that each campus is limited to a maximum of 16 submissions.)
10 February 2015 12:00 noon	Submit revised proposal electronically to sldins@ship.edu .
16 February 2015	CFEST will submit proposals to PASSHE-FPDC.
April 2014	Notification of PASSHE-FPDC and CFEST awards.

Questions?

As with any granting agency, the more contact you have with the grant officer, the greater the likelihood for success. Contact Co-Directors of Grants Administration, Lea Adams and Paul Taylor (CFESTGrants@ship.edu), x1115 or x1705) or Christopher Wonders, x3049 with any question whether large or small.



**Faculty Professional Development Council
PASSHE and SHIPPENSBURG FPDC
Combined RFP
(Includes former TRE program)**

**ANNUAL GRANT PROGRAM
GENERAL INFORMATION AND GUIDELINES**

***REQUEST FOR PROPOSALS (RFP)
for submission during the
2014-2015 Academic Year***

Issued October 1, 2014

**DECLARATION OF INTENT TO APPLY: Noon, Friday November 14, 2014,
by email to CFESTGrants@ship.edu**

**PROPOSAL DEADLINE: Noon, Tuesday, January 20, 2015
sldins@ship.edu**

CONTENTS

I. General Information and Guidelines

Purpose and Eligibility	2
Criteria and Definitions	3

II. Annual Grant Program

General Stipulations	4
Submission Requirements and Deadline.....	4
Evaluation Process	4
Request for Proposals	5-6

Category 1-A	Joint Faculty-Student Basic or Applied Research
Category 1-B	Scholarly Research: Basic or Applied
Category 2	Joint Faculty-Student Public Service
Category 3	Creative and Performing Arts
Category 4	—removed and reserved— (see page 6)
Category 5	Individual Career Enhancement in Off-Site Settings
Category 6	Development of an Extramural Grant Proposal

III. Application Package

Preparation of the Proposal.....	7-9
Budget Instructions	9-10
Post Award Instructions.....	11
Format for Title Page.....	12
Format for Budget Summary	13
Checklist for Proposal Writers	14
Instructions to Campus Committees for Electronic Submission.....	15

I. GENERAL INFORMATION AND GUIDELINES FOR ALL FPDC GRANT PROGRAMS

These guidelines include directions and criteria that apply to all proposals submitted for the State System Faculty Professional Development Council (FPDC) Annual Grant Program. More specific information is appended to these guidelines. **Be sure to adhere to Part I: General Information and Guidelines; the specific criteria and stipulations provided in Part II: Annual Grant Program; and the proposal preparation and submission instructions in Part III: Application Package.**

PURPOSE

The State System of Higher Education Faculty Professional Development Council was established by Board of Governors' Policy 1985-06-A, "to encourage continuous attention to the professional growth and development of System faculty as teaching scholars." The Council has addressed a wide range of faculty interests, needs, and talents, and provides professional development opportunities for faculty at all levels and in all disciplines and professional fields. The Annual Grant Program is generally intended to provide professional growth opportunities for individual faculty (although some categories in this RFP allow for mentoring student researchers and for teams or groups of faculty to work together). A general definition of "faculty professional development," as the Council interprets it, is included in the Criteria and Definitions section on the following page.

Shippensburg University CFEST expects to fund a small number of exceptional proposals which did not secure funding in PASSHE's review. These funds were formerly known as Teaching and Research Excellence (TRE) grants. Category 6 – Development of an Extramural Grant is only eligible for Shippensburg funds and is not part of the PASSHE program.

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. Project Directors must be System faculty members. They may be Regular Faculty, defined as a "tenured or tenure track faculty member," including Probationary Non-Tenured Faculty, defined as a "faculty member who is appointed to a tenure track position and who has not been granted tenure" (APSCUF CBA 2011-2015).
2. Eligibility of Non-Tenure Track Faculty (defined as a "faculty member who is appointed to service in a position in which service will not be credited toward tenure," for example Temporary Part-Time or Temporary Full-Time or Regular Part-Time faculty) to participate in this grant program is at the discretion of the university. Check with your University faculty professional development committee.
3. Faculty may conduct grant-funded projects while on sabbatical but may not request salary-replacement funds in these circumstances.
4. Project Directors of previous 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, briefly indicating project outcomes.
5. If the Project Director has not submitted a final project report for any current or previous FPDC awards, then s/he is NOT eligible to apply.
6. Please note the specific cost limits for release time and summer stipends on page 9, Budget Instructions.
7. A maximum of sixteen (16) proposals may be submitted from each university. The university's Faculty Professional Development Committee (campus committee) makes recommendations to the president on the proposal(s) that will be forwarded to the FPDC. Signatures from both the university's campus

committee chairperson and the university provost (or designee) indicate endorsement of these recommendations.

CRITERIA AND DEFINITIONS

The following criteria 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 in one's discipline or a related discipline or of the interrelationships among disciplines – or knowledge about how students learn, about issues facing colleagues in business or basic education or another professional field, or about 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. **Proposers should fully explain specifically how award of the grant will enhance their personal professional development, using a minimum of 50 words or one paragraph.**

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 at one's own university and/or other institutions, members of community groups, government agencies, health-care organizations, public school personnel, etc. Proposers should answer the following: How much will others learn? How many stand to benefit from the project in one way or another? 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 in non-technical language):

- what you or others have done previously that relates to your project
- 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 System Faculty Professional Development Council Funding

Consider the nature of the project, items for which grant funding is requested, and the probable availability (or lack thereof) of other funding sources.

6. Adherence to Guidelines, including format, completeness and designation of correct category.

II. ANNUAL GRANT PROGRAM

GENERAL STIPULATIONS

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

1. A faculty member may not submit more than one proposal for which he/she is to serve as the Project Director in the annual grant program.
2. Proposals submitted in response to this RFP will be considered only for the FPDC 2014-15 Annual Grant Program. As there is some overlap among RFP categories, in some cases the applicant and/or the campus FPD committee must choose the category that represents the “best fit” for the proposal.
3. Projects may start immediately upon receipt of an award notice from the FPDC. Projects are to be completed by October 31, 2016. Reports are to be submitted to the System FPDC and the campus committee within 30 days of the project’s completion, but no later than November 30, 2016. Any grant funds not used or encumbered by that date are to be returned to the FPDC.
4. The maximum grant award limit for individual annual grants awarded this year is \$10,000. Grant proposals requiring amounts above \$10,000 should be submitted to other funding sources or show how the additional amount is provided as a contribution from a university or other revenue source.
5. The Annual Grant Program is not intended to be a continuing support mechanism for ongoing projects.
6. Faculty members who receive awards in this round of grants **will be asked and are expected to serve as Peer Reviewers** in future Annual Grant Programs.

SUBMISSION REQUIREMENTS AND DEADLINE

Proposals are due at Noon on Tuesday, January 20, 2015, delivered by email to Sherry Dinsmore (sldins@ship.edu). Proposals must be in the form of a PDF file.

Up to SIXTEEN (16) grant proposals, endorsed by the campus committee and university provost, must be delivered to the FPDC mailbox (fpdcproposal@passhe.edu), no later than 5:00 p.m., Monday, February 16, 2015. All proposals must be submitted by electronic mail. Other methods of transmission or submission of grant proposals are not acceptable. Proposals must be in the form of one (1) PDF file. No other file formats will be accepted.

Any letters or forms requiring signatures should be scanned and included in the e-mail transmittal as a part of the PDF file. Proposals that do NOT include signed forms or letters will **NOT** be accepted.

EVALUATION PROCESS FOR THE ANNUAL GRANT PROGRAM

The FPDC review process is collegial and relies on expert peer review and Council members for comments and rankings. The amount of feedback that can be provided on unsuccessful proposals is limited, but every attempt will be made to provide meaningful and helpful review comments. Faculty members are urged to work with their campus committees, grants officers, and other colleagues, in developing and garnering critiques of proposals *prior* to submission to the FPDC.

**Notification of Award Date:
April 2015**

REQUEST FOR PROPOSALS FOR THE ANNUAL GRANT PROGRAM

Based on past years experience, the Council anticipates it will receive between 100 and 140 grant proposals this year. The total amount of money budgeted for the annual grants this year is \$275,000. An additional \$50,000 is reserved for probationary faculty (defined as “a faculty member who is appointed to a tenure track position and who has not been granted tenure”) per Article 44 of the 2011-2015 CBA. However, the total awards to probationary faculty may exceed this minimum.

At a maximum award of \$10,000, funding may be sufficient for a maximum of 30 awards. The Council intends to award funds, including the probationary faculty reservation, in proportion to requests received in each Category (see Category definitions below). The Council is not obligated to award all funds in any one year. Un-awarded funds will carry-over to the next program cycle.

Successful applicants will receive notice from the FPDC as soon as possible upon selection, which is anticipated to occur in April 2015.

Shippensburg CFEST expects to fund 2-3 proposals from among those which did not secure funds from the PASSHE Council.

Category 1-A: Joint Faculty-Student Research

Purpose – To promote faculty and student interest and involvement in research projects in all disciplines where that research will contribute to professional growth. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. Applied research is broadly defined as problem-oriented research that has application beyond the scholarly community. All projects are expected to result in scholarly publications, an appropriate joint presentation, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies.

Special Stipulations – One or more undergraduate or graduate students enrolled at the institution at the time the research is conducted must participate in projects proposed in this category. The purpose is not, however, to fund essentially independent research by students. A student may not be the project director or principal investigator. The student(s) must work in partnership *with* the faculty member(s)—not merely *for* or *under* the faculty. Proposals must include an explanation of how students will be selected and how they will work with faculty both in the research and in the dissemination of its outcomes.

Category 1-B: Faculty Research

Purpose – To promote and support individual or joint faculty research projects in all disciplines where that research will contribute to professional growth. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. Applied research is broadly defined as problem-oriented research that has application beyond the scholarly community. All projects are expected to result in an appropriate presentation, demonstration, publication, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies.

Category 2: Joint Faculty-Student Public Service

Purpose – 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 student and faculty growth in understanding community needs and the ways that participants can help meet those needs.

Special Stipulations – Proposals involving development or implementation of courses incorporating “service-learning” may be submitted in this category.

Category 3: Creative and Performing Arts

Purpose – To support those activities and projects in the creative and the performing arts with demonstrated relevance for professional development. Projects are expected to result in juried presentations or exhibitions, public performances, publications, or some other recognized form appropriate to the particular field. The Council will not fund proposals that are aimed primarily at funding traditional arts series on an individual campus. If the primary effort in an arts proposal is research, the proposal may be submitted under Category 1. If the primary effort in an arts proposal is curriculum, instruction and assessment, the proposal can be submitted under the RFP for “Innovation in Teaching...” If the primary effort in an arts proposal is training and learning, the proposal may be submitted under Category 5.

Category 4: Curriculum, Instruction, and Assessment – Removed and Reserved

In FY 2014-15, Category 4 is featured in a separate FPDC Request for Proposals that will be released by October 31, 2014.

The purpose of Category 4 in prior years was 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. These activities and others will be considered under the Council’s separate RFP for “Innovation in Teaching and Improvement of Student Learning Outcomes.”

Proposals are not accepted in Category 4 in response to this RFP.

Category 5: Individual Career Enhancement

Purpose – To support an individual faculty member’s career enhancement. Career enhancement refers to enhancing knowledge, understanding, or skills that facilitate advancement, success, renewal, and fulfillment in the profession. Grants will be awarded to projects that clearly demonstrate how the faculty member will become better able to meet the current and/or long-range needs of the university; enable a faculty member to develop or update skills and/or knowledge by working in an off-site academic or non-academic setting which provides unique opportunities related to the applicant’s discipline or role as a faculty member. Such experience may contribute to knowledge and skills in the faculty member’s current teaching area, a new area of interest, or a related field that broadens the individual’s competence. Projects involving international travel to teach and/or conduct research or service activities for periods of a month or more (not for short conferences) are encouraged. Postdoctoral or other study in an academic setting may be supported. Proposals should indicate how the experience will contribute to the applicant’s teaching, scholarship, or service.

Special Stipulations

1. Requests may be made to cover costs of travel, lodging, and other direct costs incurred during the course of the proposed activity.
2. Requests may be made to help fund an alternative workload assignment during the academic year or a summer stipend of up to \$2,000 per month for a maximum of two months, provided no compensation is received from an outside organization with whom the applicant will be working.
3. A letter of endorsement from the appropriate dean or department chair concerning the relationship between the proposed project and the university or unit goals must be included.

Category 6: Development of an Extramural Grant Proposal

Purpose – To promote and support individual or joint faculty preparation of a competitive proposal for submission to an external funding agency, including pilot research.

Special Stipulations – This category is only eligible for Shippensburg funding, and not PASSHE funding. Applicants in this category should discuss proposals with the CFEST Grants Administration co-directors prior to submission (Lea Adams and Paul Taylor, CFESTGrants@ship.edu).

III. APPLICATION PACKAGE

PREPARATION OF THE PROPOSAL

The FPDC has strict limits on length of proposals. Required formats for certain parts of the proposal are also important to ensure clarity, consistency, and comparability. Please carefully observe the following instructions regarding **FORMAT**.

A. FORMAT GUIDELINES

1. **The Grant proposal narrative including the budget summary and budget notes must not exceed five pages, single-spaced.** (Use the content guidelines provided on pages 7-10 to order the narrative.)
2. Only the following items **do not** count in the five-page narrative limit:
 - a. The title page and required two-page PI and co-PI curriculum vitae;
 - b. A short list of references (not to exceed one page);
 - c. A one-page summary of any previous FPDC grant(s) received by the Project Director;
 - d. Letters of endorsement only if required in the particular RFP category for which the proposal is being submitted; and
 - e. A copy of the critical page(s) of any contract directly related to your project (e.g., with a publisher). No other appendices should be included.
3. Page set-up requirements: The font size used in the proposal must be no smaller than the font size on this page (11 pt). Margins may be no less than one inch.
4. All pages of the narrative must be numbered (preferably at the bottom).
5. The FPDC membership represents a variety of disciplines; care should be taken to avoid disciplinary jargon as much as possible. Write in a non-technical style and language. When technical terms are unavoidable, a short - one sentence - parenthetical or footnote explanation is encouraged.
6. Check and re-check the budget instructions to be sure that your proposed budget is in compliance and follows the format given on page 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.
7. Examine your proposal carefully, and check your addition on the budget page. Care should be taken to ensure that all pages of the original proposal appear in the file transmitted by e-mail and that any necessary SIGNED support letters are attached as PDF files.

B. CONTENT GUIDELINES

Some categories call for additional information, but the following must be included in all grant proposals:

1. The title page in the required format (page 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 must be listed. (NOTE: 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 university faculty professional development committee chair (representing the full committee) and the university provost (or designee) on the title page are required. Proposals involving faculty from more than one university must carry the endorsement

signatures of the faculty professional development committee chair and provost only of the Project Director's university.

3. Project narrative – The narrative should be concise but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives should include the following sections:
 - a. **Background and Significance** (approximately 1/2 to 1 page) –
 - Briefly sketch the background of the present proposal.
 - Evaluate existing knowledge or practice (what others have found or done).
 - 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.
 - b. **Goals and Objectives** (approximately 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.
 - c. **Description of Project** (approximately 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.
 - Include at least one paragraph on dates/timelines of critical events and discrete phases of the project.
 - Your description might be divided into further sub-sections for clarity.
 - d. **Expected Outcomes** (approximately 1/2 page) –
 - List expected outcomes, including what you expect to learn and what others will learn.
 - Explain how the grant will enhance your professional development in one paragraph.
 - Describe means of evaluation, application, and/or dissemination of findings or results.
 - Explain any plans for continuing the project beyond the grant period.
 - e. **Project budget** – (no more than one page)
 - The final page of the narrative must include the budget presented in the required table format (page 13).
 - Budget Notes that explain exactly how budget figures were calculated and how grant funds will be used.
 - Check addition to be sure totals are correct.
4. Assurance of compliance with university research requirements – It is the responsibility of the Project Director and the submitting university to assure compliance with all university research requirements (e.g., Human Subjects Research, Animal Welfare, Conflict of Interest, Integrity in Research) if applicable to the proposed project. Proposals must reflect the Project Director's awareness that approval from particular review bodies is needed (or not) and **must** indicate the timeline for securing such approval in the project narrative.

5. A summary 2-page curriculum vitae or resumé for the Project Director and co-Project Director **must be appended to the proposal.** The vita should include only information relevant to the proposal and must not exceed two pages.
6. References– A full review of literature is not expected, but any sources cited or of particular relevance to the proposal must be listed in an appendix limited to one page. Short in-text references are also desired.
7. Previous FPDC grants and outcomes – Append a list of all previous grants consisting of no more than one page listing the year, title, category of previous grants, and briefly indicate project outcomes.
8. Letters of endorsement from an appropriate dean or department chair must be appended to proposals in RFP Category 5. In these cases, the letter is expected to affirm congruence between the objectives of the faculty member(s) and those of the academic unit. **In RFP categories with this requirement, proposals submitted without the letter will not be considered.**
9. Any other contract documents. (Described on page 10, item 14.)

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.**

1. Reassigned Time – If a project budget includes funds for replacement faculty to subsidize equivalency (reassigned time) for participating faculty, no more than the actual amount required for replacement at the instructor level (Q01 Step 1) will be paid. If an alternative workload assignment for a particular faculty member does not require replacement, funds for that purpose should not be requested.
2. Summer Stipends – The Council will award no more than \$2,000 per faculty member per month for up to two months during the summer. Summer stipends are intended to relieve faculty of the financial need to teach 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 fulltime to the project during the funded period. In any case, justification in terms of time and effort, i.e. the amount of work, to be accomplished during the summer must be provided.
3. Other Stipends – Except in very unusual circumstances, the Council will not provide funds to pay stipends to System faculty for participation in professional development activities, such as workshops, retreats, etc. Nor will the FPDC approve use of grant funds to pay basic education teachers for participation in funded projects or to pay for substitutes for such teachers.
4. Student Wages – The exact nature of work to be performed by students should be indicated either in the proposal narrative or the Budget Notes. Requests for student hourly wages that exceed Pennsylvania’s minimum wage are allowed but **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.
5. Fringe Benefits – Funds to cover fringe benefits for summer stipends, replacement faculty, graduate assistants, 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 universities are asked to cover benefit costs where needed. Estimated costs for benefits, including benefits required for summer stipends, should be included in the University Contribution column of the budget summary.

6. Honoraria – The FPDC will award **no more than \$750 per day per person** for honoraria for external consultants or presenters. The university may contribute additional funding for honoraria if desired. Proposals should indicate the qualifications to be sought in a consultant or presenter or, preferably, include the names and credentials of the person(s) to be invited. Where appropriate expertise exists within the State System, the use of System colleagues is encouraged.
7. Supplies – These are consumable items required to carry out the project.
8. Equipment – Total requests for equipment, books, computer software, or similar items **not to exceed \$3,000** 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.
9. Operating Expenses – These include expenses for surveys (including paper and postage), off-site facility costs, housing and other items typically treated as direct costs, as well as refreshments or other costs associated with meetings that may be part of the project. Items that are typically treated as indirect costs cannot be charged to the grant.
10. Travel – Estimates of travel expenses included in project budgets should conform to University travel-expense regulations. 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. **Travel to present a paper on the results of the funded project will not be funded.** Funding requested to cover the costs of extended stays (a week or more) in another location should not include food costs unless these are included in a seminar or institute package price.
11. Indirect Costs – The Council does not fund overhead or indirect costs such as accounting, university space, clerical support, or legal.
12. University Contribution – To gauge the feasibility of a proposed project—whether or not its goals can be accomplished—the Council requires information about additional funding, including any university contribution that has been committed to the project. University matching funds are not required. In the Budget Summary, please list only specific dollar amounts, if any, pledged to the particular project by the university 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.

The signature of the provost or designee on the title page will be understood as confirmation of amounts listed in the University Contribution column. Universities have different procedures for verifying funding commitments; the campus committee and/or grants officer should be able to provide information in this regard.
13. Other Revenue Sources – 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.
14. 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.
15. The required format for the budget summary appears on page 13.

POST AWARD INSTRUCTIONS

Universities may revise **the line items** in a budget up to a maximum of 10% of the original award amount without PASSHE approval. For example, a grant of \$10,000 may have cumulative line item revisions up to and including \$1,000.00 with only notification to their campus' grant and accounting offices. This does **not** mean a project director can over-expend the grant award by 10%.

Budget revisions that exceed 10% must be submitted to PASSHE. Please note that ANY budget revision may not exceed the limitations listed in the budget instructions.

REQUIRED FORMAT FOR TITLE PAGE OF PROPOSAL

Project Title:

RFP Category¹:

Total Grant Amount Requested from FPDC:

Discipline:

Sub-Discipline:

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

Faculty Status (see definitions below):

Tenured

Probationary

Non-Tenure Track

Other Participants (names, departments, e-mail addresses):

IRB/IACUC Status: Approved (Protocol # _____)

Pending

N/A

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

Endorsement: _____
Department Chair Date

Endorsement: _____
College Dean Date

Faculty Status Definitions:

Probationary Non-Tenured Faculty - a faculty member who is appointed to a tenure track position and who has not been granted tenure.

Non-Tenure Track Faculty - a faculty member who is appointed to service in a position in which service will not be credited toward tenure, for example Temporary Part-Time or Temporary Full-Time or Regular Part-Time faculty.

¹ Proposals are not accepted in Category 4 in response to this RFP. Category 4 is featured in a separate RFP titled "Innovation in Teaching and Improvement in Student Learning Outcomes."

REQUIRED FORMAT FOR BUDGET SUMMARY

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

<u>Project Budget</u>	<u>Proposed Grant</u>	<u>University Contribution</u>	<u>Other Revenue Sources</u>	<u>Totals</u>
Salaries/Stipends				
Student Wages				
Benefits	XXXXXX			
Honoraria (for consultants)				
Supplies				
Equipment				
Operating Expenses				
Travel				
Other (specify)				
TOTALS	*			

*** This figure is the total grant amount requested from the FPDC and must be listed on the title page of the proposal.** Check addition carefully.

Reassigned Time – If a project budget includes funds for replacement faculty to subsidize equivalency (reassigned time) for participating faculty, no more than the actual amount required for replacement at the instructor level (Q01 Step 1) will be paid. *(The 2014-15 scale is \$5,826.19 per 3-credit course release.)* If an alternative workload assignment for a particular faculty member does not require replacement, funds for that purpose should not be requested.

Budget Notes – Provide supporting detail for all budget items. Show how particular amounts were calculated.

CHECK LIST FOR PROPOSAL WRITERS (AND CAMPUS SCREENING COMMITTEES)
This checklist is NOT to be submitted with the proposal.

Read and carefully follow the Council's General Information and Guidelines along with the individual Request for Proposals information.

- Does your proposal meet the eligibility requirements on page 2 of the guidelines? Yes___ No___
- Does your title page follow the required format and include: ___ tenure status, ___Abstract, ___IRB/IACUC and ___correct RFP category? Yes___ No___
- Does your proposal stay within the length prescribed by the FPDC Guidelines (Narrative and Budget summary no more than 5 pages)? Are your pages numbered? Yes___ No___
- Is your Budget Summary and Format (page 13) in compliance with the Budget Instructions? Yes___ No___
- 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? Yes___ No___
- Do the amounts entered on your budget table add up to the total you are requesting from the FPDC? Yes___ No___
- Do you fully explain and provide supporting details for each budget category in Budget Notes? Yes___ No___
- Does your budget comply with specific cost item limits for release time, fringe benefits, honoraria, equipment, travel, all outlined on pages 9 & 10? Yes___ No___
- Do you limit your appendices to those specifically allowed (listed as acceptable) and/or required in your category? Yes___ No___
- If you have previously received an FPDC grant(s), have you listed the year, project title, and outcomes in a one-page appendix? Yes___ No___ Have you submitted your final report? Yes___ No___ (This is an eligibility requirement.)
- Are the required curriculum vitae attached and within two page limit for each PI & co-PI? Yes___ No___
- Is the required one-page listing of references attached as an appendix? Yes___ No___
- If your proposal is submitted in Category 5, have you included the required institutional letter of endorsement? Yes___ No___
- Is your proposal written in non-technical language? Yes___ No___
- Are the goals or anticipated outcomes of your proposed project clearly stated? Yes___ No___
- Have you spelled out the project's anticipated professional development benefits? Yes___ No___
- Have you indicated briefly what you and/or others have accomplished previously in relation to the purpose of your project (if applicable)? Yes___ No___
- Does the proposal indicate what will be done, when it will be done (i.e. a timeline), and by whom? Yes___ No___
- Do you discuss the status or need for IRB or IACUC approval and the timeline for such approval? Yes___ No___

<p>Please examine your proposal carefully before sending it. Revisions will NOT be allowed. PROPOSALS THAT DO NOT MEET THE GUIDELINES OR DO NOT INCLUDE REQUIRED DOCUMENTS WILL NOT BE REVIEWED.</p>
