FACULTY PROFESSIONAL DEVELOPMENT COUNCIL (FPDC)

ANNUAL GRANT PROGRAM

GENERAL INFORMATION AND GUIDELINES

REQUEST FOR PROPOSALS (RFP)
for submission during the
2013-2014 Academic Year

Issued October 21, 2013

FPDC RECEIPT DEADLINE: 5:00 p.m. Wednesday, February 12, 2014
fpdcproposal@passhe.edu

SU CAMPUS DEADLINE: 12:00 noon, February 10, 2014
sldins@ship.edu

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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 teams or groups of faculty). A general definition of "faculty professional development," as the Council interprets it, is included in the Criteria and Definitions 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. 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 president (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 2013-14 Annual Grant Program. As there is some overlap among RFP categories, in some cases the applicant 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, 2015. 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, 2015. 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

Campus committees will designate the deadline for submission of proposals for the campus screening process and will write this deadline in the space provided on the cover of these guidelines. The university should stipulate the number of copies to be submitted to the campus committee. *The campus committee may enter additional instructions to University faculty here:*

Up to **SIXTEEN (16)** grant proposals, endorsed by the campus committee and university president, and the optional Demographic Data Form, **must be delivered to the FPDC mailbox (fpdcproposal@passhe.edu), no later than 5:00 p.m., Wednesday, February 12, 2014. 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 a Word document or 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 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 2014

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 32 awards. The council intends to award funds, including the probationary faculty reservation, in proportion to requests received in each category. 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 2014.

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 should 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 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 or in Category 4. **Proposals including meaningful approaches to evaluating faculty professional service activities would be welcomed.**

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, then the proposal can be submitted under Category 4. 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 2013-14, Category 4 is featured in a separate FPDC Request for Proposals that will be released by October 31 2013.

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.

III. APPLICATION PACKAGE

PREPARATION OF THE PROPOSAL

The FPDC has strict limits on lengths. 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**.

FORMAT GUIDELINES

1. **Grant proposals must not exceed five pages, single-spaced, including the budget summary**. (Use the content guidelines provided on pages 8-13.) 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.

2. Only the following items do not count in the five-page maximum: the title page and required two-page curriculum vitae; a short list of references (not to exceed one page); a one-page summary of any previous FPDC grant(s) received by the Project Director; letters of endorsement only if required in the particular RFP category for which the proposal is being submitted; and 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. The optional Demographic Data Form (page 14) should not be incorporated into the proposal's electronic file. It should be forwarded in the same e-mail as a separate file. This form is optional and does not count in the proposal page limit.

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

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.

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.

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 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 university faculty professional development committee chair (representing the full committee) and the university president (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 president only of the Project Director's university. **Note: Be sure to obtain the necessary endorsement signatures before scanning these pages and submitting the proposal.**

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:

   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); 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 (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.

   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. Your description might be divided into further sub-sections for clarity. You must include at least one paragraph on dates/timelines of critical events and discrete phases of the project.

   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.

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 and must indicate the timeline for securing such approval in the project narrative.

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

6. A summary curriculum vitae or resumé 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 pages.

7. 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.

8. Previous FPDC grants and outcomes – Provide 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.

9. Letters of endorsement from an appropriate dean or department chair must be appended to proposals in RFP Categories 4 and 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.**

10. Any other contract documents.

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 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. 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.

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, such as paper, lab supplies, and film.

8. Equipment – 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 postage, telephone, copying, etc., not covered by the university as well as refreshments or other costs associated with meetings that may be part of the project.

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.

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 president 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 their 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

University Proposal # **FOR PASSHE OFFICE USE ONLY: FPDC proposal #**

Project Title:

RFP Category[1]: 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 (IRB #) ☐ Pending ☐ N/A

ABSTRACT (one paragraph of approximately 150 words in <u>non-technical</u> language):

Endorsement: _____
Chair, University Faculty Professional Development Committee Date

Endorsement: _____
University President 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 <u>this</u> 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.

Project Budget	Proposed Grant	University Contribution	Other Revenue Sources	Totals
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. 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 that are not self-evident or fully explained in the proposal narrative. Show how particular amounts were calculated.

Voluntary DEMOGRAPHIC DATA FORM
Proposed Project for 2013 - 2014
Please submit this form as a separate electronic file. It is not sent to reviewers.

The goal of the Faculty Professional Development Council is to provide professional development opportunities that meet the interests and needs of as many faculty as possible. Please help us by completing this form and submitting it as an electronic file separate from your proposal. This information will be used to monitor the success of our outreach. Your participation is voluntary and refusal to complete this form will have no effect on determination of an award. Information will be kept confidential.

Name of Project Director:

Proposal Category: ☐1A ☐1B ☐2 ☐3 ☐5

Academic Rank:
☐ Instructor
☐ Assistant Professor
☐ Associate Professor
☐ Professor

Primary Academic Discipline: ☐Arts & Humanities ☐Business ☐Education ☐Sciences

Gender:
☐ Male
☐ Female

Status:
☐ Tenured
☐ Probationary
☐ Temporary

Highest earned degree: ☐ Masters ☐ Doctorate

Year when highest degree awarded:

Years at institution: ☐ Less than 5 years ☐ 5 - 10 years ☐ 10 - 20 years ☐ 20+ years

Years as a college faculty member: ☐ Less than 5 years ☐ 5 - 10 years ☐ 10 - 20 years ☐ 20+ years

Age:
☐ 25 - 34
☐ 35 - 44
☐ 45 - 54
☐ 55+

Racial/Ethnic background (check any and all that apply):
☐ White
☐ African American
☐ Hispanic
☐ Asian or Pacific Islander
☐ Native American or Alaskan Native
☐ Other _____

CHECK LIST FOR PROPOSAL WRITERS AND CAMPUS SCREENING COMMITTEES

Read and carefully follow the Council's General Information and Guidelines along with the individual Request for Proposals information. **This check list is for your use only and not to be submitted with proposal.**

- ❑ Does your proposal meet the eligibility requirements on page 2 of the guidelines?
- ❑ Does your title page follow the required format **and include: ___ tenure status, ___Abstract, ___IRB/IACUC and ___correct RFP category?**
- ❑ Does your proposal stay within the length prescribed by the FPDC Guidelines **(Narrative Project description no more than 5 pages)**? Are your pages numbered? Be sure that no pages have been omitted.
- ❑ Review the Budget Instructions to be sure that your Budget Summary and Format are in compliance. **A complete budget including justification/notes must be included.**
- ❑ 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 and provide supporting details for each budget category in Budget Notes?
- ❑ If you have previously received an FPDC grant(s), have you listed the year, project title, and outcomes in a short appendix? Have you submitted your final report? **This is an eligibility requirement**.
- ❑ Do you limit your appendices to those specifically listed as acceptable and/or required in your category?
- ❑ Are the required curriculum vitae **attached and within two page limit**?
- ❑ If your proposal is submitted in Category 5, have you included the required **institutional** letter(s) of endorsement?
- ❑ Is your proposal written in non-technical language?
- ❑ 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 it will be done</u>, and <u>by whom</u>?
- ❑ Is this proposal one of the 16 or fewer that the university may forward to the FPDC? (Only the campus committee chair or the university grants officer may send the e-mail which transmits the university's proposals.)

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.

INSTRUCTIONS TO CAMPUS COMMITTEES FOR ELECTRONIC SUBMISSION

Each proposal and all documents related to that proposal must be forwarded in an e-mail transmittal which is sent only by the Chair of the FPD committee or the University Grants Officer. That is, a university submitting 12 grant proposals will send 12 e-mails, transmitting each **individually** (see Part III for additional guidance). **Note:** the FPDC Proposal mailbox address is to be used **only** for forwarding proposals. Questions or inquiries sent to this address will **NOT** receive a response. Any questions or inquires should be sent to Angela Smith-Aumen at: asmith-aumen@passhe.edu or Kit Liggett at: kliggett@passhe.edu.

Be sure to check the original proposal against the files you are e-mailing to ensure there are no missing pages. Verify that support letters and/or information related to previous grants awarded by the FPDC to this project director are included. The campus committee should verify the amount requested from the FPDC listed on the proposal title page agrees with the amount listed as the total in the **first column** of the budget sheet. Be sure all numbers listed in the budget add up correctly.

An acceptable e-mail transmittal which submits the proposal should conform to **one** of the following formats:

Format A (the preferred format):
One PDF file containing the entire required contents of the proposal.
The optional Demographic Data Form is submitted as a separate Word or PDF file.

Format B (in this sequence):

i. a PDF file containing the title page with signatures
ii. a Word document containing project and budget narrative limited to five pages, plus CV, references, previous FPDC grant statement
iii. a PDF file containing any required letters of endorsement, any contracts, and any other required document that can not be provided as a Word document
iv. a Word or PDF file which is only the optional Demographic Data Form

Guidelines for Naming Files for Electronic Submission. The file name should state the RFP Category, the researcher's name, the researcher's University, the University proposal #, and the file contents as follows—

- RFP Category: use the number from the categories in the RFP on page 5, e.g. 1A
- Researcher's name: use the first four characters of the surname
- Researcher's University: use a three character designation, e.g. MAN for Mansfield, ESU for East Stroudsburg
- Proposal # assigned by University – should be a number 1 through 12
- File contents: Here you'll use a designation for the contents of the one or more files necessary for each proposal.
    - For the proposal entirely contained in one file, use PROP
    - For the demographic data form in a separate file, use DEMO
    - If the title page is a separate file, use TITL
    - If the project and budget narrative are a separate file, use PROJ
    - If required additional documents are a separate file, use APP

  Here are two examples of the above:
  Proposal A: 1A-SMIT-LHU1-PROP, 1A-SMIT-LHU1-DEMO
  Proposal B: 4B-JONE-LHU5-TITL, 4B-JONE-LHU5-PROJ, 4B-JONE-LHU5-APP, 4B-JONE-LHU5-DEMO
- **Send each email via delivery receipt & read receipt requested.**

POST-SUBMISSION QUALITY CONTROL. IMMEDIATELY AFTER SENDING ALL PROPOSALS, PLEASE CHECK YOUR "SENT MAIL" FOLDER TO ENSURE TRANSMITTAL. ALSO, OPEN EACH "SENT" FILE AND VERIFY ITS COMPLETENESS. IF YOU DISCOVER ERRORS OR OMISSIONS IN YOUR FILES, IMMEDIATELY SEND CORRECTED FILES TO THE FPDC MAILBOX. THIS EFFORT WILL PREVENT DISTRIBUTION OF INCOMPLETE ELECTRONIC FILES TO PEER REVIEWERS AND COUNCIL MEMBERS, WHICH MAY DISQUALIFY THE PROPOSAL.