TEACHING AND RESEARCH EXCELLENCE (TRE) GRANTS
SHIPPENSBURG UNIVERSITY CFEST
2013-2014

Purpose: The 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. Under the Teaching and Research Excellence (TRE) program, the CFEST wishes to fund the accomplishment of a project rather than the presentation of the results (see Travel program).

In 2013-2014 CFEST will conduct a single review of proposals to be considered under both the CFEST TRE (Teaching and Research Excellence) and PASSHE-FPDC (Faculty Professional Development Council) Annual Grants Program. The FPDC will award approximately $325,000 to support the Annual Grants Program in 2013-2014 and SU CFEST expects to support a few additional proposals not selected for funding by the FPDC. The coordinated review process is explained below (see RFP for full information).

Eligibility: All tenured and tenure-track faculty. Only one TRE or 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, 2014 to October 31, 2015
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 to the CFEST-TRE program must follow the guidelines of the FPDC Annual Grants Program (download available from CFEST web site at http://www.ship.edu/CFEST/). Lists of grant writing mentors are also available at the CFEST and the FPDC web sites. If required, contact the co-chairs of the SU Committee on Research on Human Subjects (Dr. Jennifer Clements x1633 and Dr. Turi Braun x1376) and/or the Animal Care Committee (Dr. Kathryn Potoczak, x1372) for letters of compliance.

Deadlines and procedure:

21 November 2013	3:30 PM	Grant writing workshop, Lehman Library 016
21 January 2014	12:00 noon	Submit proposals electronically to SU CFEST following FPDC guidelines and required format, including approval from department chair and dean. *
Early February 2014		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 2014	12:00 noon	Submit revised proposal electronically to CFEST. *
12 February 2014		CFEST will submit proposals to PASSHE-FPDC.
April 2014		Notification of FPDC and CFEST awards. **

* All proposals must be submitted electronically (MS Word or PDF) to Sherry Dinsmore at sldins@ship.edu.
** CFEST expects to provide partial or full funding for some proposals not funded by FPDC.

Budget guidelines (see additional details and required format in RFP)

a. Salaries/Stipends

Summer Stipends – You may request a maximum of $2,000 per faculty member per month ($500/week) for up to two months during the summer. Justification in terms of the amount of work to be accomplished during the summer must be provided.

Benefits – must be calculated for faculty stipends and added into the amount requested. The rate is 18% ($360 per month for full stipend).

b. Student Wages

Students are to be paid at a Pennsylvania's minimum wage rate ($7.25 per hour as of October 2013). In your proposal, include an additional 0.3% for student benefits ($7.25 plus 0.3% = $7.28 per hour at current rates). A student may work up to 40 hours per week during the summer and up to 20 hours a week during the academic year. Budget Notes should indicate how many hours the student will work and the nature of the work to be performed. All student employees must be cleared through the Financial Aid Office prior to beginning to work.

c. Honoraria (for consultants)

You may request honoraria of up to $750 per day per person for external consultants or presenters. The department and/or college may contribute additional funding for honoraria, if desired. Proposals should indicate the qualifications to be sought in a consultant or, preferably, include the names and credentials of the person(s) to be invited.

d. Supplies

These are consumable items required to carry out the project.

e. Equipment

Requests for equipment, books, computer software, or similar items not to exceed $3,000 will be considered provided that they are strongly justified in the proposal. Any such items purchased will be the property of the university. Items that are considered the responsibility of the department, college or university will not be considered. This includes office equipment (computer, etc.) as well as software or equipment to be used primarily in teaching.

f. Operating Expenses

These include expenses not covered by the university plus other costs associated with meetings that may be part of the project. Minor postage, telephone, and copying expenses (less than $100) should be paid by your academic department. Please discuss expenses over $100 with the Director of Grants Administration prior to submitting a proposal.

g. Travel

Estimates of travel expenses included in project budgets should conform to State System travel expense regulations (see your department secretary). Travel funds should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from departmental or university budgets. Travel to present a paper on the results of the funded project must be requested separately under the CFEST Travel program.

h. Amount from Other Revenue Sources

If you will be receiving funds from other sources (such as your department, college, other university sources or external sources), you must include them in your budget. Use the appropriate line item and fill in the "Amount of Other Revenue Sources" column.

i. Original Receipts

Original, itemized receipts are required for ALL expenditures including meals. No reimbursement will be made for alcoholic beverages.

Use of SU resources:

Prior to submitting a proposal that includes cooperative effort of SU staff, you must establish the availability of resources with those individuals.

Questions?

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

2013 – 2014 CFEST COMMITTEE FOR GRANTS ADMINISTRATION

Dr. Lea Adams – Co-Director – x1115
Dr. Paul Taylor – Co-Director – x1705
Dr. Viet Dao – x1702
Dr. Corinne Eisenhart – x1277
Dr. Philip Henry – x1481
Dr. James Johnson – x1373
Dr. John Kooti - x1435
Dr. James Mike - x1151
Dr. Sally Paulson – x1274
Mr. Christopher Wonders – x1251
Dr. Christina Sax (ex-officio)

REQUIRED FORMAT FOR TITLE PAGE OF PROPOSAL
TO BE USED FOR SUBMISSION TO CFEST. DEADLINE: 21 JANUARY 2014

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 non-technical 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.

[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".

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.