

Grant Proposal Application Guidelines for Rollins Faculty

Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants

GENERAL INFORMATION

Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants are awarded on a competitive basis. The Faculty Research and Development Committee (FRDC) will review only those proposals received by the published application deadlines. The committee will advise the Dean of the College of Liberal Arts to distribute funds in a manner that permits the support of as many projects as possible. Funds are limited and rationed (see below). It is anticipated that the results of research funded by these grants will lead to a publication (professional journal or book), a performance (music or theater), an exhibit (art), or the presentation of a paper at a national or regional professional meeting.

Collaboration with students is permitted. Grants involving students will be given equal weighting with those involving only the faculty member.

Jack B. Critchfield Research Grants

These grants are awarded exclusively for research projects, domestic and international.

Ashforth Research Grants

These grants are awarded exclusively for study in the British Isles, with priority given to study in Great Britain. Ashforth Grants for study on the island of Ireland are prohibited.

Individual Development and Course Development Grants

These grants are awarded for workshops, symposia, seminars, structured study projects, conferences, and the development of material for new courses. These grants help a faculty member acquire new knowledge or develop a specific course.

Cornell Research Grants

These grants are awarded for research projects and associated international travel outside of Great Britain.

OVERVIEW OF THE APPLICATION PROCESS

I. Review of Grant Proposals

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is no discipline specific review. The FRDC is composed of members of the general faculty. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

A statement endorsing the proposed project from the department chair, director, or appropriate dean should accompany proposals that affect departmental activities. This statement is required for all proposals where the proposed outcome may impact departmental curriculum or require departmental resources (budget, supplies, space, or personnel.) Faculty members are expected to seek the assistance of the Director of Grants and Contracts to identify external funding for recurring research projects before re-applying for internal grants.

II. Deadlines

1. Faculty members planning sabbatical during the academic year following that of the application deadline are invited to submit grant proposals early to assist in sabbatical activity planning. The application deadline for early proposals is the last Friday of September.
2. The deadline for faculty members not using the grant for a sabbatical period is the third Friday of January.

III. Submission of FSAR, Mid-Year Progress Report and/or Final Report

Following the receipt of a Grant Award, recipients are required to file a report on his or her accomplishments with the Dean of the Faculty. The Grant Award Report form is available on the Dean of the College of Liberal Arts webpage. (Mid-year Report is due on the first day of Spring semester; Final Report is due by the first day of fall semester of the year following receipt of the grant). Grant reports must be filed by these deadlines even if the project has not been completed and include progress to date. A specific accounting of expenditures will be included in this report. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application.

Future internal grant funding is contingent upon submission of a Final Report to the Dean of the Faculty using the form provided on this webpage. If a currently funded grant award is still in progress, then the Mid-Year Progress Report for that award must have been submitted to the Dean of the Faculty.

APPLICATION GUIDELINES

I. Eligibility

- A. Full-time tenured and tenure-track faculty and faculty with multiyear contracts are eligible for Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants.
- B. Funding is awarded for research or development undertaken during the fiscal year (June 1st - May 31st) following the grant award decision.
- C. Research Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, the likelihood that the applicant can and will complete the research, and the faculty member's record of scholarship.
- D. The committee will not recommend for funding proposals that have the following characteristics:
 - 1. Would lead to total faculty grant awards more than \$20,000 during a six-year period, (see section 3 of grant application). An exception will be made for a faculty member who applies for funding in the sabbatical year; requests will always be considered for the sabbatical year. The \$20,000 over six-year limitation applies to all faculty returning from sabbatical. Post-tenure faculty that have reached the funding limit are required to wait until they drop below the \$20,000 in six years limit.
 - 2. Lack clearly stated goals and methodology.
 - 3. Lack a clear, detailed budget and rationale for all requested funds.
 - 4. Lack website documentation for airfares, car rental, and other costs.
 - 5. Contain typos, inaccurate information, or poor writing.
- E. The committee will not review proposals:
 - 1. Submitted after the application deadline.
 - 2. With missing information, e.g., no budget.
 - 3. Without IRB or IACUC submission or approval if applicable.
 - 4. From faculty members who have not submitted a Final Report for previous grant awards or Mid-Year Progress Report for projects in progress.
 - 5. From faculty members who have not submitted the "FSAR" for the previous year by the deadline established by the Dean.
 - 6. That do not fall within the upcoming budget year, June 1st-May 31st. Exceptions with justification will be considered for projects, which begin after the completion of the spring semester, but please note expenses cannot be reimbursed until after June 1st.
 - 7. Are eligible for Rollins Internationalization Grants.
- F. The committee will recommend for at least partial funding all proposals deemed acceptable. If there is insufficient money to support fully all acceptable proposals, it will not necessarily be the case that each applicant will receive an equal percentage of the funds requested. Some proposals, for example, may receive 100% of what is requested, some 75%, and some 50%. In order to successfully allocate partial funding, the committee must have a complete picture of the total expected budget. Please give a detailed accounting of allowed expenditures, even if this projected total exceeds the funding maximum. If full funding of all acceptable proposals is financially impossible,

those meeting one or more of the following criteria will likely receive a higher percentage of requested funds.

- Proposals submitted by untenured, tenure-track faculty.
- Proposals submitted by faculty who will be on leave during the period of the grant.
- Proposals by faculty members who have not received more than one
 - Critchfield, Ashforth, Individual, Course, or Cornell Research Grant within the past three years.
- Proposals for new projects not previously funded.
- Proposals for which the applicant is also seeking external grants or funding.
- Proposals that require full or a high level of funding.
- Proposals with exceptional merit.
- Proposals that demonstrate successful outcomes from previous funding.

II. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current College rates for travel and the current minimum wage are available from the Finance Department. Applicants should consult the U.S. Department of State webpage for international per diem rates.

Grants may be funded for a maximum of \$5000, if the budget and number of proposals permits. The average award, however, has been approximately \$2000. An individual may submit more than one proposal, but the total grant dollars awarded to a single faculty member will not exceed \$5000 in a funding cycle.

Permitted expenditures include:

1. Funding for equipment or permanent items not available through operating funds.
The equipment or items will revert to the College when the project is completed.
2. Travel (automobile travel will be funded at the current indexed rate per mile).
3. Costs associated with the publication process.
4. Further traditional research activities, including per diem for a maximum of 30 days, if funds are available. Per diem covers the costs of housing and meals. For international travel check the State Department website for the correct per diem. Submit all travel-related receipts.

III. Excluded Expenditures

1. Faculty stipends
2. Funding for conferences and meetings that are normally eligible for faculty travel grants.
3. Per Diem expenses for longer than 30 days.
4. Funding for which Internationalization Committee grants are available.
5. Support for travel or research expenses that are not clearly justified.

IV. Recommended review process by FRDC

The Dean's office will remove all identifying information on each proposal to ensure a blind peer review process. Once this has been completed, FRDC will review the proposals based on the criteria outlined in the grant application form and will provide the Dean's office with recommendations for funding.