



# FACULTY DEVELOPMENT GRANT APPLICATION FORM

## *Important Guidelines and Application*

The Cameron University Faculty Development Grant has been established to support faculty members in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field.

1. **Eligibility:** Faculty
2. **Activities Funded:** Support faculty in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field.
3. **Proposal Evaluation:** Primary consideration will be given to proposals that assist faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field especially facilitating online or ITV delivery, emphasize cross-disciplinary activities, significantly impact courses which are in place, and address needs identified by assessment activities. Proposals must meet one of the following criteria:
  - a. Assists faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field especially facilitating online or ITV delivery
  - b. Emphasizes cross-disciplinary activities
  - c. Significantly impacts courses which are in place
  - d. Addresses needs identified by assessment activities
  - e. Addresses Faculty Development and Training needs identified within the current Cameron University 5-Year Strategic Plan
4. **General Application Procedures:** The applicant will submit a formal request in the form of a proposal to the Office of Academic Affairs through the Department Chair and the Dean/Director. The proposal will be reviewed by the Cameron University Faculty Development Committee. Based on the recommendation of the committee, the VPAA serves as the final approving authority.
5. **Project Description:** Cameron University Innovative Instructional grants require a formal written proposal request. Use items 1-9 below to write your proposal.
  - (1) Cover page
  - (2) Description of the project. The description should contain sufficient detailed information to show the relevance of the expenditure of the money to the improved instruction. (What is to be gained?)
  - (3) Describe any specific methods not discussed in (2) above.
  - (4) Describe new pedagogical techniques/information to be acquired or discipline not primary to field that will be learnt.
  - (5) Personnel involvement and projected length of the project
  - (6) A discussion of the benefits to be received, and by whom.
  - (7) An estimated budget statement with justifications including amount requested and itemized project expenditures. Attach any supporting materials that are available.

***NOTE: Food expenses cannot be paid from E&G funds.***



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6. **Format Requirements:** The written proposal should be concise and no more than five double-spaced typed pages in length with 1 inch margins and 12 pt font. Handwritten applications or applications that do not follow the specified guidelines will be returned to the applicant without review.
7. **Applications Submission:** The typed Faculty Development Grant Application Form should be attached to the formal written proposal and submitted to the Office of Academic Affairs through your Dean/Director.
8. **Grant Money Expenses:** If awarded, grant money must be spent within the fiscal year. Grant monies do not roll over into the next fiscal year.
9. **Final Project Report:** A final project report must be submitted to the Office of Academic Affairs by June 30 of the year that you received your funding. **Failure to spend the funds and/or submit a final grant report will compromise your eligibility for future funding.**
10. **Support:** For further information, contact the Office of Academic Affairs.

**Note:**

Please read the guidelines very carefully.



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## Cover Page

Please provide the following information about your request for funding. Answers should be complete, detailed, and specifically address the criteria for funding. Attach a formal proposal to this cover page before submission. Please see the Important Guidelines and Application information above.

<b>Applicant Information</b>	
Applicant Name:	
Department:	
School:	
<b>Prior Funding</b>	
Did you receive a faculty development grant in the last two years?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, did the funding lead to an external grant submission, publication, or other form of scholarly publication?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how was the funding used? (100 words or less)	
<b>Title of Project</b>	
<b>Brief Summary of the Proposal (250 words or less)</b>	



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## Criteria for Funding

Please check all that apply:

- Assists faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/ information or in learning a discipline not primary to their field especially facilitating online or ITV delivery
- Emphasizes cross-disciplinary activities
- Significantly impacts courses which are in place
- Addresses needs identified by assessment activities
- Addresses Faculty Development and Training needs identified within the current Cameron University 5-Year Strategic Plan

## Project Timeline

Funds allocated from this internal grant will be spent by (Please check one):

Fall       Spring       Summer

*Please note that all projects should be completed and purchases and reimbursement requests submitted by **June 15** of the year in which funding was received.*

## Statement of Agreement

I understand that I must submit to standard University forms and purchasing procedures. I further understand that a written report must be submitted to the Office of Academic Affairs summarizing the proposed project by June 30 of the year in which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please type and route accordingly.**

## REQUIRED SIGNATURES

	Approve	Disapprove	Date
Department Chair:			
Dean/Director:			
Committee Chair:			
VPAA:			

### For Office of Academic Affairs Use Only

Submitted Annual Report

YES       NO