MEMORANDUM

TO: All Faculty
FROM: John Ramsay, Provost
DATE: November 12, 2009
SUBJECT: Faculty Summer Grants – Summer of 2010

All full-time members of the faculty are encouraged to apply for summer grants.

Faculty Research and Professional Growth Grants are available for $3,900 (8 weeks) or $1,950 (4 weeks) to support:

- research and study which will lead to publication, exhibition, or performance.

Course Development Grants of $1,950 (4 weeks) to support:

- course development which will result in significant new courses which meet new departmental or college-wide needs. This does not include regular course preparation and/or revision of syllabi. (Applications for course development should include a letter from the Department or Program Chair articulating the need for the new course and the reason said course is beyond the regular course development duties of faculty.)
- professional development, including attendance at significant seminars or workshops.

Faculty Direct Expense Grants (up to $1,200) are available to support:

- acquisition of books
- library, reprint, or other research-related fees
- travel costs

Faculty who received a summer grant last year must first submit a progress report to the Provost (as per grant guidelines) by December 1, 2009 in order to be considered for a summer grant this year. Although faculty may apply simultaneously for a Research, Course Development, Professional Growth Grant, and a Direct Expense Grant, normally the total summer grant money approved for any one faculty member will not exceed $3,900.

The College expects a significant product to result from these projects, such as a book, article, software, presentation, exhibition, performance, or something which has a significant impact on teaching. Course development grants must include a letter from the chair articulating the special circumstances surrounding the development of this course.

Recipients of faculty research, course development, and professional growth grants are expected to devote the equivalent of at least eight (or four) weeks of full-time work to their projects and agree not to accept other professional obligations during this period.

A faculty member who teaches a summer course during the proposed project time frame will not be eligible for a Summer Grant.

Proposals are due in the Provost’s Office by 12:00 p.m. Friday, January 22, 2010. Please submit seven copies. All proposals must include a specific list of all prior grant money received and the outcome or progress toward completion of those projects. In addition, please submit a current c.v. Incomplete proposals will be rejected. No late applications will be considered. In addition to the seven hard copies of your proposal and c.v. that you will submit to the Provost's
Office, please send an **electronic version** of your **cover sheet and abstract** to the chair of FDSC, Eileen McEwan (emcewan@muhlenberg.edu).

The framework for understanding your eligibility for a summer grant is as follows:

<table>
<thead>
<tr>
<th>Sabbatical Leave?</th>
<th>Eligible for Faculty Summer Grant?</th>
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<tbody>
<tr>
<td>If you received for fall or spring 2009-2010</td>
<td>No, summer 2010 you are not eligible</td>
</tr>
<tr>
<td>If you received for fall or spring 2010-2011</td>
<td>Yes, summer 2010 you are eligible</td>
</tr>
</tbody>
</table>

**Evaluation Criteria**

In evaluating grant proposals, members of the Faculty Development and Scholarship Committee (FDSC) place the highest priority on the merit and quality of the proposals submitted, including the expected outcome of the project. Grant proposals that are **well-written and clearly understandable to a non-specialist reader** are generally ranked most highly by the committee. Incomplete grants and those submitted after the deadline will not be considered. Other factors which may play a role in FDSC's recommendation are the applicant's record with previous college funding, the dates of previous awards, and current prospects for the project being completed during the time of the grant.
Grant Proposal Application

- This proposal consists of a cover sheet and abstract, a statement of three to five double-spaced pages, and a copy of your current c.v. If you are applying for a Course Development Grant, please attach a letter from your Department Chair. Otherwise a letter is not required. If additional information seems appropriate, please provide it. If a particular item below does not apply to your project, please disregard it.

I. Cover Sheet with Abstract (LESS THAN 125 words).

- The abstract should be about three or four short sentences. Describe the project in one or two short sentences and explain the project outcome(s) in a short sentence. The abstract is not the same thing as a project description. It does not need to be comprehensive. It is not optional. Abstracts of successful applications may be used in other documents that highlight faculty scholarship and will be used in correspondence related to your proposal. Please make sure it is written in lay terms.

- In addition to the seven hard copies of your proposal and c.v. that you will submit to the Provost's Office, please send an electronic version of your cover sheet and abstract to the current chair of FDSC, Eileen McEwan (emcewan@muhlenberg.edu) by 12:00 p.m. Friday, January 22, 2010. Applications will not be reviewed without prior receipt of an electronic cover sheet.

II. Project Description

- Provide a clear and succinct description of the project, its expected outcome, and the scholarly and/or professional value of the project. This should be about 3-4 pages long. This description must be written in language which is comprehensible to faculty of other disciplines.

III. Project Outcome

- Describe in detail the tangible product which will result from this project.

- Explain how this project fits within the context of the applicant’s prior research, publication, and/or professional record. Indicate how this project is distinct from prior scholarship.

- Provide details about the expected publication, presentation, exhibition, or performance which will result from this project. Note whether any advance commitments have been made for these activities.

- For course development proposals, describe how this new course is significantly different from current offerings of the college/department.

- For professional development proposals, describe how you plan to apply the results of this project to your teaching and/or professional growth.
IV. Project Requirements

- What Muhlenberg College resources, if any, will be needed to complete this project? (Library, laboratory, or studio facilities; information technology resources; secretarial services, copying, etc.)
- What off-campus facilities, if any, will be used to complete this project? What arrangements have been made to secure the use of these facilities?
- What material resources, if any, are necessary for the completion of the project? What arrangements have been made to secure these resources?
- What travel is necessary for the completion of the project?

V. Project Schedule and Expenses

- Provide a tentative schedule for completion of the project.
- Provide a tentative budget for completion of the project (if applicable.)
- Describe any financial considerations which may exceed the amount of the grant for which you are applying.
- Describe any other funding for which you have applied which covers the same time period, including the granting agencies, the amount requested, and the timetable for notification of the award.
- Describe any other professional commitments (i.e., teaching, consulting) you may have during the time covered by the grant, and explain, if necessary, how you plan to devote adequate time to the grant project.
- If the project is not to be completed within this granting period, state the projected dates for completion of the project.

VI. Outcomes from Prior Muhlenberg Funding

- Provide a list, separate from the c.v., of prior funding for your scholarly, professional, and course development projects and the outcome or progress toward completion of the project. This list should include the date of award, the amount of award, and the outcome or progress toward completion of the project, including details of publications, presentations, etc.

VII. Additional information

- Attach a current c.v. to the grant proposal.
- Department chair comments must be attached for course development grant proposals only.
2010 Cover Sheet
Faculty Summer Grant Proposals
This page will be the first page of your hard copy application and sent as an electronic file to emcewan@muhlenberg.edu.

Name _______________________________________ Date __________________

Department ________________________________

Type of grant:

___ Stipend for research or study leading to publication, exhibition, or performance (4 or 8 wk)
___ Course development (4 week only)
___ Professional growth
___ Direct expense limited to $1200

Duration of summer study:

___ eight weeks  ___ four weeks

Did you take a Sabbatical Leave in Fall 2009, or will you in Spring 2010? _______

If Yes, then you are not eligible for a 2010 Summer Stipend

Will you be teaching a summer course during the proposed research? _______

If Yes, then you are not eligible for a 2010 Summer Research Stipend

Provide an abstract of the proposed project and outcomes (LESS THAN 125 words):