FAQs: Applying for a Faculty Summer Grant

What kinds of projects are eligible to win Faculty Summer Grants?
- Research or study leading to publication, exhibition, or performance (4 or 8 weeks)
- Professional growth such as self-directed or formal skill development (4 or 8 weeks).
- Direct expenses limited to amount of 8-week grant

How and where do I apply?
- Near the end of November, the Provost's Office will send an e-mail message with an attached memo that specifies the deadline and guidelines for writing the proposal.
- The most current memo, guidelines, and cover sheet can be found at: http://www.muhlenberg.edu/main/aboutus/provost/committees/ds/
- Applications are submitted electronically, including a CV, to the Chair of FDSC. Please make one pdf version of the entire application (cover sheet, proposal, CV) and attach it to your e-mail.

Who is eligible to apply?
- All full-time faculty members, unless you have been granted a Sabbatical, Hoffman or Class of ’32 in the same academic year. For example, if you received a sabbatical, Hoffman, or Class of ‘32 award in fall 2011 or spring 2012 you would not be eligible to apply for a Summer Grant in summer 2012.
- Given all other eligibility requirements are met, you can apply on a yearly basis.

How are proposals evaluated?
- All proposals are evaluated on the basis of merit by all FDSC members (provided there are no conflict of interest issues).

- In general, an effort is made to read all proposals at "face value," meaning that FDSC members make an effort to evaluate the proposal on the basis of its content and not from other sources of information about the candidate or the project. Thus, a potentially meritorious project that is not fully or cogently articulated for members outside of your discipline may not be recommended for funding.

- The Project Description (section II) must remain within the 3-5 page double-spaced page limit, as specified in the Summer Grant guidelines. Proposals that remain within that page limit will be prioritized over those that go beyond that page limit. This does not include the Project Outcome (section III), Project Requirements (section IV), Project Schedule and Expenses (section V), and Outcomes from Prior Muhlenberg Funding (section VI).

- Proposals should outline how this project fits within the faculty member's discipline and how it is unique to other research in the field.

- Proposals should outline how this project contributes significantly to the faculty member’s individual scholarship.

- Proposals should clearly state how the funding will be used. A schedule of expenses as well
as a weekly schedule of what the applicant will be doing during the 4- or 8-week grant are preferable.

• The record of productivity with previous FDSC funding is considered. Applicants must be very clear regarding when prior awards were received, what type, and the outcomes that resulted from each award received while at Muhlenberg. Please state clearly in your proposal (Section VI) when you submitted progress reports to the Provost for prior awards received. Applicants who do not submit progress reports in a timely fashion (by Dec. 15) may not be considered for awards in the two years following receipt of the grant.

Applicants should also be explicit with regard to how external funding or revenue directly generated from the project (e.g. advance sales contracts) relates to the proposed work. FDSC stipends assume that no other stipend is provided to the applicant during the grant period. The same body of work cannot be funded by more than one source of funding.

• FDSC may recommend funding for projects in which external funding has been approved, but payment is pending. However, the Provost's Office may require these funds to be returned to the College upon receipt of those external funds.

• FDSC meets and reviews each proposal. Individual scores are discussed and averaged. When average scores for proposals are clustered in the same bracket, first time applicants are given priority. Thus, first time applicants are only given an advantage relative to proposals of approximately equal merit. The ordered list is then reported to the Provost's Office. Projects are funded in accordance with FDSC recommendations to the fullest extent that the budget allows.

I have a project that is too big to be completed over a single summer. Can I apply for multiple grants for the same project over the course of several summers?

• Applicants who receive funding for the "same" project two years in a row must be very careful to demonstrate progress. We have, for instance, seen people who build books over the course of several grants, but they have been very careful to delineate what would be achieved in any given grant term and to demonstrate that the work has been completed. Not marking progress very carefully can hurt future applications. Generally, applications for continuing projects will not be recommended for funding if the work outlined in a previous proposal has not been completed. Set reasonable goals and fulfill them. Applications that are substantially the same as previously funded proposals are never recommended for funding.

Can I apply to both FDSC and FCT for summer grant funding?

• Yes, faculty members can apply for a Faculty Summer Grant from FDSC and a Course Development or Pedagogical Grant from FCT for the same summer. However, in the case that both are awarded, a maximum of 8 weeks of funding will be granted.

Why was my application unsuccessful?

• Was your proposal complete and free of errors? (abstract limited to 100 words, detailed description of project limited to 3-5 pages, explicit detail of progress from prior funding, accurate representation of external funding, CV etc…)

• Was the language clear and accessible to faculty members not in your discipline?
• Did you clearly outline what you would be doing during the 4- or 8-week grant?

• Did you submit a progress report to the Provost for any prior awards received from FDSC?

• Was there a concern about eligibility? Please see guidelines.

• FDSC grants are competitive. The number of applicants varies widely from year to year. In some years, about half of the eligible applications are funded. The Provost's Office strives to fund as many eligible proposals as possible. It is quite possible that a proposal that may have been able to be funded in one year will not be funded in a subsequent year, depending on the applicant pool and available budget. Feel free to contact the Chair of FDSC if you are not funded for suggestions regarding future applications.

Updated April 2011