

Summer 2023 Faculty Research and Professional Growth Grant¹

Funding is available for faculty research and professional growth during the summer of 2023. The Faculty Development and Scholarship Committee (FDSC) reviews applications for funding following guidance in this document and provides a report to the Provost on the merits of applications. Applications are due by 11:59 p.m., Friday, **February 10, 2023**.

Purpose

To support professional development of full-time faculty in projects of 1) research and study that will lead to publication, exhibition, or performance, and/or 2) professional growth and development including attendance at significant seminars or workshops.

Due Date

An **electronic version in a single PDF** of your entire application (cover sheet with abstract, 3-5 page project statement, supporting information, report on prior FDSC funding, and current CV) is due to the chair of FDSC by the above mentioned deadline. Email applications for summer 2023 to facultydevelopment@muhlenberg.edu and to Dana Lohman in the Provost's Office.

Eligibility

All full-time faculty whose appointment is expected to continue through the academic year following the summer grant period may apply. Faculty who received a 2022 summer grant must submit a progress report according to grant guidelines to be considered for a 2023 summer grant.

Award

There are three awards available for summer work:

- A. Faculty Research and Professional Growth Grants** for \$2,000 [four (4) weeks] or \$4,000 [eight (8) weeks] are available to support research and study which will lead to publication, exhibition, or performance, and/or professional development, such as attending significant seminars or workshops.
- B. Direct Expense Grants** for a max of \$1,500 (reimbursed with receipts in Workday) are available to support acquisition of books, library, reprint or other research-related fees, and/or travel costs. Note that this does not include travel to conferences during the summer, which should be paid for through specific conference funds from the Department or the Provost's Office.
- C. Crossette Family Faculty Fellowship for International Research** for \$2,200 to support international research and travel for that research. See additional information on the Fellowship on p. 4.

Faculty members may apply simultaneously for multiple grants, although the total summer grant money approved for any one faculty member in the above grant categories will not normally exceed \$4,000 (exceptions include award of direct expenses in combination with any other award, and award of the Crossette Family Faculty Fellowship in combination with a 4-week award). As part of each grant proposal, a faculty member should disclose other internal applications for summer work and indicate which project is the highest priority and whether there is any overlap between projects. If a

¹ Note that this document only describes summer grant opportunities through FDSC. The Provost's Office and the Muhlenberg Center for Teaching and Learning (MCTL) have other summer funding for course development and pedagogy.

faculty member has received prior internal or external funding to support the same project, the faculty member must demonstrate a significant need for additional funding. If an application(s) for other sources of support is pending, the faculty member should disclose this and provide an expected decision date(s).

Application

Please assemble the following into a single PDF document (12 pt font, double-spaced).

1. Cover Sheet with Project Title and Abstract (LESS THAN 100 words).

The cover sheet asks you to provide information needed to review your application, the title of the project, and an Abstract. The Abstract should briefly summarize the entire project and proposal. It does not need to be comprehensive. 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.

Please use the Cover Sheet Form located at the end of the application.

2. Application content

In three (3)-to-five (5) double-spaced pages, provide a clear and succinct description of the project or professional development activities, its expected outcome, and the scholarly and/or professional value of the project/activities. This statement must be written in language that is accessible to faculty of other disciplines. If a particular item below does not apply to your project, please refer to the item but indicate that it is not applicable. Put necessary supplementary material in an Appendix.

Project Statement

- Describe in detail the tangible product that you expect will result from this project.
- Explain how this project fits within the context of your prior research, publication, performance, exhibition, and/or professional record. Indicate how this project is distinct from prior scholarship.
- Provide details about the expected publication, presentation, exhibition, or performance that will result from this project. Note whether any advance commitments have been made for these activities.
- For professional development proposals, describe how you plan to apply the results of this project to your overall scholarship. For direct expense proposals, describe in detail how funds for books, travel or equipment will aid in the progress of your scholarship. You may apply for a direct expense grant in conjunction with a research or professional growth grant (as a single application) but are required to include an estimation of costs and provide receipts for spending.

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?

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 requirements that 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 (e.g., 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.

3. Outcomes from Prior Muhlenberg Funding

Provide a list, separate from the CV, of prior funding in the last five years 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.

4. Current CV

Selection

In evaluating proposals, the members of FDSC place the highest priority on the scholarly or artistic/creative merit of the Project Statement, the expected outcome of the project, and how the project is to be managed. FDSC prefers grant proposals that are *well-written and clearly understandable to a non-specialist reader*.

Incomplete proposals and those submitted after the deadline will *not* be considered. Other factors include 1) consideration to first time applicants and 2) funding preferences for those who have not received summer grants or college-funded leaves during the previous year.

The Committee scores all applications for a given grant program, and creates a list in order of merit. The Provost determines which applications are funded, and in what amounts, based on the FDSC recommendations, available resources, and other considerations.

Responsibility

It is expected that a significant product will result from these projects such as a book, article, software, presentation, exhibition, or performance. Grant recipients are expected to devote the equivalent of at least the specified number of weeks of full-time work to their projects and agree not to accept other professional obligations during this period that would take considerable time away from their grant responsibilities. A faculty member who teaches a summer course during the proposed project time frame will not be eligible for a summer grant.

Additional Guidelines

- Applicants who receive funding for the "same" project two years in a row should demonstrate their progress, delineating exactly what would be achieved in a given grant term, and demonstrating that work had been completed. Not marking your progress carefully can hurt future applications. Set reasonable goals and fulfill them. Rather than apply again for the "same" project; it should always be for specific stages or elements of a larger project.
- If you apply for a direct expense grant in conjunction with a research or professional growth grant, be certain to indicate clearly on the cover sheet that you are applying for additional funding.
- If you are involving students in your project, please be sure to clarify your role in the research conducted. Merely supervising student work is not seen as faculty development or scholarship, although it can complement the work of the faculty mentor.
- The review process is competitive, as typically there are not enough resources to fund every application. It is each applicant's responsibility to make the best case for the proposed activity.

Crossette Family Faculty Fellowship for International Research

Purpose

Through this fund, the Crossette family wishes to support faculty development research grants with a preference for international research, so that Muhlenberg may expand its horizons through increased global experience. Funding may provide for a stipend, funds for travel, administrative assistance, and other related expenses.

Additional Information for the Crossette Family Faculty Fellowship for International Research

- In addition to the above guidelines, the following applies to Applicants and Recipients of the Crossette Family Fellowship.
- Part of the purpose of the Crossette Fellowship is to defray the cost of travel for international research. Thus, awardees of the Crossette Fellowship may not make an additional Direct Expense application for travel costs.
- Effects on other summer funding: a faculty member cannot be awarded both an 8-week summer stipend and a Crossette Fellowship during the same summer, yet may be awarded a 4-week summer stipend and Crossette Fellowship in the same summer.
- Awardees of the Crossette Fellowship will receive funds from the College in the amount of \$2,200 without requiring the awardee to submit receipts. Awardees may wish to keep receipts for travel to submit with their own personal income tax returns.
- If no applications suggest significant international study, FDSC may recommend that no faculty member receive the award. If the caliber of applications is high enough, FDSC may recommend that more than one Crossette Fellowship be awarded.

2023 Cover Sheet for Faculty Summer Grant Proposals

This is the first page of the application. The complete application should be sent to facultydevelopment@muhlenberg.edu and danalohman@muhlenberg.edu by 11:59 p.m., **Friday, February 10, 2023**.

Name _____ Date _____

Department _____

Project Title (25 words maximum):

Type of grant (place an 'X' next to all that apply):

- Research or study leading to publication, exhibition, or performance (4 or 8 week)
 Professional growth, such as self- directed or formal skill development (4 or 8 week)
 Crossette Family Faculty Fellowship for International Research
 Direct expenses, e.g., books, travel, equipment (not to exceed \$1500, receipts needed)

Duration of summer study (available stipend):

Eight weeks (\$4000) Four weeks (\$2000)

Will you be teaching a summer course during the proposed award period? _____

If Yes, then you are not eligible for a Summer Research / Professional Development stipend. If you are awarded the Crossette fellowship, you will not be awarded an eight-week stipend (although you may be awarded a four-week stipend).

Abstract of the proposed project and outcomes (100 words maximum):