

REQUEST FOR PROPOSALS

FACULTY DEVELOPMENT PROGRAM

PROGRAM DESCRIPTION

The Faculty Development Grant Program is authorized by the Wisconsin Legislature and the University of Wisconsin Planning Statement (UW System Administrative Policy 156). The purpose of the program is to provide the retraining, renewal and professional development of faculty to meet the University's academic needs.

Specifically, funds will be provided to support the following general categories of activities:

1. **Retraining** – Development of scholarly resources of faculty members in fields of study allied to those in which they have their primary academic preparation in order to increase the ability of institutions and units to adapt to changing curricular, student and societal needs and to contribute to the continued professional growth of faculty.
2. **Renewal** – Continued development and renewal of the expertise of faculty members in their fields of primary academic preparation in order to increase the ability of institutions and units to adapt to changing curricular, student and societal needs.
3. **Faculty Development** – Professional growth of faculty that complements special institutional priorities including improvement of teaching skills and/or development of the curriculum, not covered within the definition of retraining or renewal.

ELIGIBILITY

In order to be eligible for the program, applicants must:

- Have faculty status as defined by Chapter UWS 1.04 and a tenured or tenure-track appointment. Academic staff who have been granted faculty status by the Chancellor and Faculty Senate are eligible. University System guidelines state that tenured faculty normally receive preference over probationary faculty: however, programmatic considerations may override this preference.
- Return to a permanent position at UW-Whitewater for one year following the Faculty Development grant period.
- Have complied with all requirements for previous University grants/awards.

FUNDING INFORMATION

Funds for this program may be used for:

- Fees and tuition for coursed at accredited institutions and registration for participation fees at professional workshops, seminars, institutes, etc.

- Course-related books and supplies
- Supplemental additions to the University Library collection.
- Travel required to conduct research and creative activities
- Specialized equipment specific to research and creative activities and not available at UW-W
- Supplemental living expenses if the program location is beyond ordinary commuting distance
- One (round-) trip to an off-campus location during the project period
- Summer stipends: Faculty may receive up to \$5,000 in a summer stipend
- University/academic staff, limited term employees, graduate assistants and/or (regular pay) student help.
- Course reassignment: Up to \$5,000 for a one course reassignment will be provided to the department/college to support replacement costs during the 2018-2019 academic year. Faculty should work closely with their department chair and/or Dean to coordinate a one course reassignment in support of project activities.
- Supplies, non-capital equipment, presenter/consultant costs. Presenter/consultant costs may not exceed ten percent (10%) of the total project budget

Funds from this program may NOT be used to:

- Support the completion of a terminal degree
- Replace institutional travel money for attendance at professional meetings and/or conferences traditionally supported by the department, college or institutional Professional Development Plan (PDP) funds.

The maximum Faculty Development Grant award amount is \$7,000.

SELECTION CRITERIA

The Academic Development Committee of the Faculty Senate will evaluate proposals based on the following criteria:

- Scholarly and Intellectual Merit: Potential to advance knowledge and understanding in the specific field or discipline and pursue creative, original and/or transformative concepts.
- Plan: Rationale, organization and reasonableness of the proposed plan including an assessment or evaluation of success.
- Qualifications and ability to carry out and complete the proposed activities including

adequacy of available resources.

- Benefit and broader impacts of the proposed work to the faculty applicant's teaching, research and creative activities scholarship as well as to the university (e.g., supports the UW-W Strategic Plan and campus initiatives such as LEAP)

DEADLINES AND APPLICATION SUBMISSION INSTRUCTIONS

PROCEDURE	DEADLINE
Request for proposals announced	October 16, 2017
Applicants submit full proposals to their Dean for review and signature	November 17, 2017
Deans submit full proposals to ORSP	November 21, 2017
Funding decision letters distributed to applicants	December 4, 2017
Funding period	July 1, 2018 – June 1, 2019

PROPOSAL FORMAT

Proposal should include the following sections:

1. ORSP APPROVAL AND CERTIFICATION TRANSMITTAL FORM

Applicants must complete the Approval and Certification Transmittal Form, including the signatures of all required Department Chairs, Deans, Division Directors, etc. Proposals that include Co-Investigators also must include the signatures from the co-investigators' departments, units, divisions, College, etc.

2. ABSTRACT

Investigators should provide a one-page summary of the proposed project using a font no smaller than 11 point. The abstract should provide a quick overview of what you propose to do as well as the project's significance, generalizability and potential contribution. Project end products/outcomes should be clearly identified in the abstract as well.

3. PROJECT DESCRIPTION

Applicants should use a font no smaller than 11 point. The Project Description (sections A to F below) must be no more than five pages in total with one-inch margins and should include the following sections/information (in order):

A. STATEMENT OF NEED

The statement of need defines the problem and significance of the proposed research/creative activities.

B. GOALS AND OBJECTIVES

Investigators should define project goals (which represent long-range benefits/outcomes and positive change); objectives (which are specific, measurable activities that will help you achieve your goals); and tasks (which are the detailed steps or methods that you must use to achieve your objectives).

C. METHODS

The methods section should describe your project activities in detail, indicating how your objectives will be accomplished. Investigators are encouraged to begin with objectives – describe the precise steps and tasks you will follow to carry out each objective.

D. TIMETABLE

This section augments the methods section and serves as a visual device to clearly communicate exactly what you will be doing and when.

E. EVALUATION

Investigators should identify precisely what will be evaluated, what data collection instruments will be used, what evaluation design will be used, what analyses will be completed, and what questions you will be able to answer as a result of the evaluation.

F. DISSEMINATION

Include a feasible and appropriate plan for dissemination including a succinct description of any products to result from the project. In addition, investigators should present a plan to provide the necessary project result information to appropriate audiences (both internal and external) in a form they can use.

4. BUDGET FORM/JUSTIFICATION INSTRUCTIONS

Investigators should provide a detailed budget and narrative description for all expenditure items included on the Standard Budget Form (see <http://www.uww.edu/orsp/uww-grants>). The budget justification is limited to one page.

5. REQUIRED APPENDICES

A. BRIEF VITA(E) OF APPLICANT(S)

Investigators must provide a brief vita (two pages maximum) for themselves as well as other project collaborators, including only relevant experiences, qualifications of the applicant(s) to undertake the project, as well as relevant publications.

B. CURRENT AND PENDING SUPPORT FORM

Applicants must provide information about all of their current projects on which they are serving as Principal Investigator or other project personnel, including grants (both external and internal), contracts, sub-awards and/or industry sponsored research agreements or award no matter what the source of funding. Similar information also must be provided for all pending proposal submission on which the applicant will serve as Principal Investigator or other project personnel. Finally,

applicants must include information about any teaching or service commitments (summer, overload) beyond their normal academic year responsibilities. All applicants with current and/or pending support must provide this information with their application. Failure to do so may result in the return of the proposal without review. There are no page limits for this section of the proposal. Applicants may attach as many forms as needed to document all current and pending support.

C. DEPARTMENT AND COLLEGE SUPPORT FORM

D. DESCRIPTIONS OF COURSES/WORKSHOPS TO BE ATTENDED (IF APPLICABLE)

E. REFERENCES CITED

F. COMPLAINT DOCUMENTATION (IF APPLICABLE)

CONDITIONS/FINAL REPORT REQUIREMENTS

Following completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs (ATTN: Carl Fox, Office of Research and Sponsored Programs, 2243 Andersen, 262-472-5289, foxc@uww.edu) and to Financial Services by September 15, 2019. Funded proposals become the property of the University of Wisconsin-Whitewater and may be used as models to help others prepare submissions.