

# 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.

## DEADLINES AND APPLICATION SUBMISSION INSTRUCTIONS

PROCEDURE	DEADLINE
Request for proposals announced	January 7, 2020
Applicants route full proposals via Cayuse to their Chair and Dean for review and approval	February 26, 2020
Deans route full proposals to ORSP via Cayuse	March 4, 2020
Funding decision letters distributed to applicants	April 15, 2020
Funding and activity period	July 1, 2020 – June 1, 2021

## 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 between July 1, 2020 and June 1, 2021 for:

- Fees and tuition for courses 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 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 a scope of work already University funded.
- 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).

## **PROPOSAL FORMAT**

Proposal should be uploaded into Cayuse 424 as a PDF document and include the following sections:

### **1. ABSTRACT (10 POINTS)**

Investigators should provide a 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 are to be clearly identified in the abstract as well.

### **2. PROJECT DESCRIPTION**

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

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**A. STATEMENT OF NEED (10 POINTS)**

The statement of need defines the problem and significance of the proposed research/creative activities. Explain how the project will advance knowledge in the specific field or discipline and pursue creative, original and/or transformative concepts. Also, include the benefits to your teaching, research and creative activities scholarship as well as to the university.

**B. GOALS AND OBJECTIVES (10 POINTS)**

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); tasks (which are the detailed steps or methods that you must use to achieve your objectives).

**C. METHODS (10 POINTS)**

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 explaining your ability to carry out and complete the proposed activities.

**D. TIMETABLE (10 POINTS)**

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 (10 POINTS)**

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 (10 POINTS)**

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.

**G. QUALIFICATIONS (10 POINTS)**

Describe your ability to carry out and complete the proposed activities including adequacy of available resources.

**3. DETAILED BUDGET/JUSTIFICATION INSTRUCTIONS (10 POINTS)**

Investigators should provide a detailed budget in Cayuse and upload a narrative description for all expenditure items included. The budget justification is limited to one page.

**4. 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 submissions 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. DESCRIPTIONS OF COURSES/WORKSHOPS TO BE ATTENDED (IF APPLICABLE)**

**D. REFERENCES CITED**

**E. 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, [orsp@uww.edu](mailto:orsp@uww.edu)) by September 15, 2021. Funded proposals become the property of the University of Wisconsin-Whitewater and maybe used as models to help others prepare submissions.

**ATTACHMENT 1: FACULTY DEVELOPMENT REVIEW / SELECTION CRITERIA / RUBRIC**

SCALE & CRITERIA	1	5	10
<b>ABSTRACT</b>	The abstract does not provide an overview of the proposed project, significance, etc. Outcomes are not clearly defined.	The abstract is vague, requires inference, or is incomplete.	The abstract thoroughly describes the project and its significance, generalizability, potential contribution. End products/outcomes are clearly identified.
<b>3A. STATEMENT OF NEED</b>	Author does not adequately introduce the topic; no evidence-based justification for the project. Little/no discussion of connection between proposed project and experience, literature review, etc. The author does not include a clear statement of work including all necessary components (significance, relation to present state of knowledge in the field, relation to longer-term goals of the PI, connection to the UW-W Strategic Plan, and/or relevance to System priorities).	Applicant does not adequately introduce the topic; no evidence-based justification for the project. Discussion of the connection between the proposed project and the goals of the grant program is incomplete. The author fails to make a compelling case. Author includes incomplete statement of work and does not address all required components.	The author provides a strong rationale for Faculty Development Grant funding. The connection between the stated project and the discipline is focused, clear, and compelling. The statement of work is thorough and addresses all necessary components.
<b>3B. GOALS AND OBJECTIVES</b>	Discussion of project goals and objectives is not included. There is no explanation of how project objectives will be achieved.	The discussion of project goals and objectives is incomplete. There is little explanation of how project objectives will be achieved.	The project goals and objectives are thoroughly described. How project objectives will be achieved is clearly explained.
<b>3C. METHODS</b>	The applicant fails to describe project activities in detail. It is unclear how objectives will be accomplished	The applicant describes some project activities. Reviewers must infer some methodological information.	The applicant fully describes project activities in appropriate detail; it is clear how objectives will be accomplished. The author describes precise steps s/he will follow to carry out/achieve each objective.
<b>3D. TIMETABLE</b>	No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility.	A partial description of scheduled activities is provided. Project feasibility is uncertain.	A clear and concise project timetable is provided. The schedule of activities is logical and feasible in relation to project goals, objectives, and budget.
<b>3E. EVALUATION</b>	Information regarding how project goals and objectives will be assessed is not presented. The specified evaluation method is incompatible with project goals and objectives.	A partial explanation of project evaluation is offered. Some elements of the assessment plan and/or methods are unclear.	How project goals and objectives will be assessed is clearly explained. The correct evaluation method is presented and connects explicitly to stated activities.
<b>3F. DISSEMINATION</b>	Project outcomes and/or tangible deliverables are not described. Dissemination is not addressed.	A partial explanation of the project outcomes and/or tangible deliverables is offered. Some elements are ambiguous. It is unclear how outcomes and/or deliverables will be disseminated.	Project outcomes and/or tangible deliverables are thoroughly described. A clear strategy for dissemination is presented.
<b>4. BUDGET AND BUDGET JUSTIFICATION</b>	Key expenses are neither described nor justified. The method for arriving at budgeted expense categories/ amounts is not provided.	Some expenses are described and justified. The method for arriving at budgeted expense categories/amounts is unclear or requires inference.	Key expenses are fully described and justified. The method for arriving at budgeted expense categories/amounts is clearly explained. Budget is directly connected to project description and timetable.
<b>5. QUALIFICATIONS</b>	The project is not compatible with the principal investigator's record of scholarship. No evidence that the principal investigator assembled or will assemble the project components necessary for success is presented. Applicant did not address compliance requirements.	Some connection between the project and the principal investigator's scholarly record is presented. Some necessary project components have been assembled. Some compliance requirements addressed.	Project goals and objectives are directly linked to the principal investigator's record of scholarship. The principal investigator has assembled all project components necessary to achieve goals and objectives. Applicant has addressed all compliance requirements.



# CURRENT AND PENDING SUPPORT FORM

- Required for each investigator and other senior personnel
- Include summer and overload activities
- Report all support regardless of funding source Federal, State, Private, College or Departmental
- Include other agencies to which this proposal has been or will be submitted to

<b>Name</b>	
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<b>Status of Project</b>	<input type="checkbox"/> Current	<input type="checkbox"/> Pending	<input type="checkbox"/> Submission in near future
<b>Role on Project</b>	<input type="checkbox"/> Principal Investigator	<input type="checkbox"/> Other Senior Personnel	
<b>Proposal Name</b>			
<b>Source of Funding</b>			
<b>Project Period</b>	to	<b>Total Award Amount</b>	\$
<b>FTE % of Effort</b>	Academic	Summer	Calendar Year

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