TO: All Full-Time Faculty

FROM**:** David Marx, Ph.D.
Associate Provost for Academic Affairs

DATE: August 30, 2021

SUBJECT: Intersession Grant Applications

Proposals are invited from full-time faculty members interested in being considered for an Intersession Grant. Attached are the guidelines for submitting a proposal.

Please submit your application electronically to provost@scranton.edu or by campus mail to the Associate Provost's Office no later than **October 1, 2021.**

Faculty Development Grants for Intersession 2022

PURPOSE:

Faculty Development Grants for Intersession are intended to promote efforts by full-time faculty members in scholarship or curriculum development.

CONTENT:

Proposals for Faculty Development Grants should include the following content:

1. **Cover Page:** The cover page must include the proposal title, the proposer's name, and department.
2. **Executive Summary**: The proposer must include a summary (no longer than one page double spaced or half a page single spaced) that clearly outlines the goals, outcomes, methodology, and timeline of the project.
3. **Goals and Outcomes**: The proposal must contain clear, well-articulated, realistic and achievable goals; it must clearly state the basic question to be addressed. In addition, the proposal must clearly state the expected outcomes and how they will be assessed.
4. **Methodology**: The applicant should describe an appropriate methodology. The proposal must include a timeline and careful attention should be paid to designing the work so it is completed in the grant period of January.
5. **Qualifications of the Applicant**: The applicant should possess qualifications that suggest an adequate level of preparation as well as a capability to complete the proposed project. Applicants must list any summer or intersession grants received within the last three years. A brief (two pages maximum) curriculum vitae should be included.

PROCEDURES:

1. The Faculty Development Board (FDB) shall award $3000.00 stipends to successful applicants.
2. Only scholarship or curriculum development projects will be funded. Ordinarily, the development of a single course will not be funded. Curriculum development projects must significantly influence the curriculum and <u>require evidence of the support of the department</u>, e.g., a letter of support from the department chair or acknowledgment in department minutes.
3. The FDB encourages scholarship and curriculum development proposals from faculty at all stages of their professional development.
4. Preference will be given to those who have not received a special session grant within the last three years. Additionally, the FDB shall not accept proposals from applicants who have an open FDB grant at the time of application, unless the applicant provides a satisfactory explanation of the situation to the FDB.
5. Faculty should submit one original proposal electronically to provost@scranton.edu no later than October 1, 2021. If you are not able to submit your proposal electronically, please submit one original proposal by campus mail to the Associate Provost's Office.
6. The applicant should effectively communicate the proposed project in a well-organized, clear, and suitable style that is understandable to a multi-disciplinary body such as the FDB, without any need for further clarification.

7. The maximum proposal length is eight pages double-spaced or four pages single-spaced, excluding the cover page and supporting materials (such as the curriculum vitae), but including the executive summary.
8. The recipient must submit a progress report to the Associate Provost's Office at the end of the term and he/she should also provide the Associate Provost's Office with copies of publications or announcements of presentations or performances resulting from this grant. Upon conclusion of the project the recipient must provide the Associate Provost with a final report in which the results of the project are summarized.
9. The recipient may not teach during Intersession.
10. Proposals that require approval from the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) must be approved at the time of application for the grant.