Walla Walla University

Faculty Development Grant Guidelines

March 2018

The Walla Walla University (WWU) Faculty Development Committee (FDC) administers a grant fund to support scholarly research by the faculty of WWU. These faculty development grants may be applied for and will be distributed in accordance with the guidelines contained in this document. The vice-chair of the FDC acts as the facilitator for grant applications. Any questions regarding this document or the application process should be directed to the current FDC vice-chair.

I. Purpose

The purpose of a faculty development grant is to support projects involving scholarly research or original works conducted or created by the grant applicant. Projects should contribute to the creation of an atmosphere of continuing scholarly research and discovery at WWU, and should benefit the individual, the campus community, and the individual’s academic discipline. Those projects that are of particular relevance to issues of faith and learning within a Seventh-day Adventist conceptual framework and/or which have a high probability of being published in professional literature will be given precedence.

Where possible, faculty development grants should be viewed as seed money to begin projects while the applicant seeks a more sustainable funding source from an outside granting agency. For this reason, new projects will be given precedence over long-term projects which have already received faculty development grant funding. If a project results in financial return to the applicant, he or she agrees that the first proceeds will be used to reimburse the faculty development grant fund.

II. Eligibility

Any full-time tenure track or non-tenure track faculty, as defined in the Faculty Governance Handbook, may apply for a faculty development grant, provided that he or she is not delinquent in submitting reports on previously awarded faculty development grants.

III. Process

The FDC will solicit grant applications twice a year with deadlines on or about November 1 in the fall and April 15 in the spring. Complete grant applications and any supporting materials are to be submitted electronically in PDF format to the FDC vice-chair. The FDC will review grant applications shortly after they are due and will not consider new applications until the next application period.
Based on this review of the grant application, the FDC may take one of three actions.

1. Approve the grant application for full or partial funding.
2. Refer the application back to the applicant requesting further information or refinement, after which a final decision will be made.
3. Deny the grant application.

If a grant application is approved, the applicant will be provided with an account number to be used when submitting expense reports directly to the accounting office. Expense reports will be approved by the academic vice-president's office. The grant proposal will also be made available as an example for future applicants. This should be kept in mind when writing a proposal for a project involving confidential or proprietary information.

IV. Application

A complete grant application consists of a completed and signed application cover page along with a proposal which includes the following sections. The cover page includes the project title, total budget, amount requested from FDC, a brief summary of the project, and a signature by the department chair. If the department chair is submitting a proposal, the Academic Dean should sign it instead. Each section of the application should be covered carefully. The entire proposal should be thorough but should not exceed 2500 words, plus the cover page and itemized budget.

1. Introduction
   A brief summary of necessary background information, the ultimate goal of the project, any progress thus far, the relevance of the project, and the researcher's qualifications.

2. Objectives and Methods
   A description of what specifically is to be accomplished with the resources provided by the potential grant and the activities and methodology that will be employed.

3. Evaluation Criteria and Publication Plan
   A plan for determining the success of the project by evaluating the degree to which the objectives were met and the methods followed, along with a plan for publicly disseminating these results within one year of project completion.

4. Budget and Future Funding
   A detailed, itemized budget including estimates of project expenses and a list of funding sources. The budget must contain the following:

   - List of Expenses
     A detailed, realistic list of actual or estimated expenses reasonably incurred in carrying out the proposed project, justified in the objectives and methods section of the proposal, and not on the following list of non-allowable expenses:

     - Direct compensation to any WWU faculty member
     - Work toward an advanced degree
     - Expenses directly related to teaching
     - Professional membership dues
- Tuition or licensing/certification fees unless directly related to a new research or teaching initiative
- General supplies or furnishings typically covered by other WWU budgets
- Computer hardware

Note: Exceptions may be made for specialized equipment specific to the research project, in which case the equipment becomes the property of WWU held by the applicant's department.

- List of Funding Sources
A detailed list of funding sources for the expenses listed, including any external grants, salary, or stipend and the faculty development grant being requested, with the following considerations:

The list of funding sources must conform to the following guidelines:

- The maximum amount awarded in a faculty development grant is $4,000 per year for research and $1,000 for travel to a conference to present a research paper.

  Note: Exceptions may be made for longer-term or more expensive projects provided that the total amount awarded a recipient in any two-year period does not exceed $8,000.

- The expenses for the project may not be fully borne by the faculty development grant. Cost-sharing must be evident in the list of funding sources. While other WWU funds (i.e. travel allowances, departmental student labor, purchase of computers, etc.) may be included as cost-sharing, at least 10% of the total budget should come from non-WWU sources such as the researcher's funds or outside grants. The researcher's labor may not be considered cost-sharing.

- Future Funding
A plan for future funding, if it is anticipated that the project will continue beyond what would be funded by the grant proposal.

- Intellectual Property
If the project generates income, WWU Intellectual Property policy specifies that a portion of the income may be owed back to the university until direct expenses to the university such as Faculty Development Grants have been repaid. See Appendix J of the Governance Handbook for more information.

5. Appendices
Applicants may include supplemental information such as copies of past articles or manuscripts, letters of invitation or support, etc. if desired, but these materials should be included only as appendices after the main document. If the proposal cites substantial offers of collaboration or support, these should be documented in an appendix. The first page of the appendix should list the materials included.

V. Reporting
Grant recipients are required to report on the results of their projects. As with successful grant applications, reports will be made available to all WWU faculty. Failure to submit timely reports may jeopardize future faculty development grant eligibility. The following reports must be submitted electronically, in PDF format, to the vice-chair of the FDC.
1. An interim report summarizing progress on the project must be submitted nine months after the grant award date, unless a final report has been made by that time.

2. A final report summarizing the project results and documenting the public dissemination of those results must be submitted within three months of the project completion date or three years from the funding date, whichever is earlier.

Publication of results supported by a WWU faculty development grant should include acknowledgment of that financial support.

VI. Ownership
Walla Walla University retains ownership of equipment purchased with Faculty Development Grant funds.

VII. Disposition of Unused Funds
Funds unused after 5 years or when employment at the university ends will be returned to the general Faculty Development Grant fund.
Applicant Information

Name: ____________________________________________________________
Department: ___________________________ Phone: ______________________

Project Information

Title: __________________________________________________________________

Start/End Dates: ______________________________________________________
Total Budget: ______________ Requested Amount: ______________

Project Summary: (A statement in non-technical terms describing the proposed project and expected outcome)

Outcome category
☐ Published article ☐ Course development
☐ Paper/poster at professional meeting ☐ Other _______________________
☐ Artistic endeavor

I agree to be bound by the terms of the faculty development grant guidelines and this application. I support this project as relevant to the applicant's field and worthy of funding.

_________________________________________  ______________________________________
Applicant Department Chair or Dean
Faculty Development Grant Interim Report
Walla Walla University

(To be filed nine months after grant award date, unless project has been completed)

Grant Recipient Information

Name: ____________________________________________
Department: _________________ Phone: __________________

Project Information

Title: ____________________________________________

________________________________________________

Awarded: Fall Spring Year: _______________________
Anticipated Completion Date: _______________________

Summary of Progress

In the space below, or in an attached document, provide a typed summary of your progress on this project including, but not limited to, the following information:

- funds spent and funds remaining,
- specific activities that have been completed,
- specific activities yet to be completed,
- approximate percent of the project remaining.

________________________________________________
Signature of Grant Recipient
Faculty Development Grant Final Report
Walla Walla University

(To be filed within three months of project completion or 3 years from the funding date, whichever is earlier)

Grant Recipient Information

Name: 

Department: Phone: 

Project Information

Title:

Awarded: Fall Spring Year:

Completion Date:

Summary of Completed Project

In an attached document provide a typed summary of your completed project and its publication. The summary should include, but not be limited to, the following information:

• A brief introduction and discussion of the methodology used,
• A discussion of the results, if appropriate,
• A list of project outcomes (portfolios, articles, etc.),
• The project's impact on the atmosphere of scholarly research and discovery at WWU,
• A summary of how you publicized your results (brown bag, colloquium, conference, etc.).

Signature of Grant Recipient