

February 12, 2016 – Attachment D

Motion to approve revisions to the Faculty Handbook, Section V, Part III, Applying for Internal and External Funding – Andrea Munro (Chemistry), Governance Committee. Attachment D. ACTION ITEM.

Whereas, policies and procedures governing how to apply for internal and external funding should be clear;

Whereas, the Regency Advancements Award are now known as Karen Hille Phillips Regency Advancement Awards;

Whereas, the Mini-Innovative Teaching Grants are now known as Innovative Teaching Grants;

Whereas, the Wang Center has funding opportunities to support scholarship and teaching of PLU faculty;

Whereas, the term “visiting faculty” is not consistent with current use;

Resolved, that Section V., Part III be revised as presented in Attachment D.

Part III. - APPLYING FOR INTERNAL AND EXTERNAL FUNDING

PLU encourages faculty to apply for grants, fellowships, and other funding sources that support professional development. This funding can augment existing programs, create new programmatic activities, bolster institutional capacity, and foster faculty-student scholarship and other types of professional development.

SECTION 1. INTERNAL FUNDING

A. ~~Mini-Grants for~~ Innovative Teaching Grants

- A.1. During the academic year the Office of the Provost makes available to university faculty members a number of awards for the purpose of stimulating teaching and learning.
- B.2. These awards are intended to aid the faculty member whose spur-of-the-moment idea or out-of-the-ordinary method promises improved instruction for a specific class or series of classes.
- C.3. Proposals are considered when funds are not otherwise available from departmental, divisional, or school sources. Furthermore, funds from this source are not for the purpose of providing normal operating services, such as photocopying or secretarial work. Nor are they generally intended for the purchase of instructional equipment, nor for the continuation of programs which are currently in place.
- D.4. Innovative Teaching Awards are administered through the Office of the Provost and normally do not exceed \$300. Each applicant is given prompt consideration and decisions are reported within a week.
- E.5. Specific forms for application are available from divisional and school deans or the Office of the Provost. Proposals must include a description of the project, a method for evaluation, and a full statement of budget needs, together with a time-schedule. In addition, proposals must indicate the

affected student population and the specific course or courses involved. A final report is due when the project is completed.

- F.6. Applications from faculty members, endorsed by department chairs and division/school deans (as appropriate), should be forwarded to the Office of the Provost, and may be submitted at any time throughout the year.

B. Karen Hille Phillips Regency Advancement Awards

1. Purpose: These annual awards are intended to enhance opportunities for the professional development of the university's faculty.
2. Eligibility: All members of the faculty, as defined by the Faculty Constitution (Article I, 1), shall be eligible.
3. Amount of Awards: The maximum amount of each award is \$4,000, in any fiscal year.
4. Procedure:
 - a. Application for an award shall be initiated by faculty members in close consultation with their chair or dean. Completed applications are to be delivered to the office of the dean of the division or school. An application consists of a title, a 250-word abstract, a one-page description of the project, a proposed budget, a time-line, and a current curriculum vitae.
 - b. Each dean is asked to rank the applications within the division or school. Each dean may receive counsel from his or her faculty members on the merits of each proposal.
 - c. The Provost shall review all applications and determine the awards. The Provost may receive counsel from the deans and faculty.
 - d. The members of the Academic Affairs Committee of the Board of Regents will be apprised of the awards at its meeting that follows the announcement of the awards.
 - e. Award recipients shall provide to their deans and the Provost a full report upon conclusion of their projects. The report shall include an itemization of expenditures.
 - f. Unexpended funds from each award shall revert to the university.
5. Project Budget Guidelines for Regency Advancement Awards:
 - a. Individual project or activity costs may not exceed \$4,000.00.
 - b. If an award is requested for a portion of a larger project, cost items for that portion must be specifically identified.
 - c. Equipment, books, or other non-consumable materials are purchased only as university acquisitions and issued to the grantee on loan for the specified duration of the project, after which they revert to the university for appropriate disposition. Such purchases shall be made only through the appropriate university office, e.g., library, the bookstore, CATS, purchasing.

- d. Summer stipends for the grantee may be included in project costs if the project is to occur during June, July or August, but not in excess of \$750 per month, or \$2,250 total. Arrangements for payment are to be made through the Office of the Provost. It is expected that a faculty member who receives a stipend will not teach during the summer session or that arrangements will be made in advance with the Office of the Provost.
 - e. Stipends for student research assistants may be included. Arrangements for payment are to be made through the Office of the Provost. Please note that only individuals who are students at PLU may be paid as research assistants.
 - f. Expenses for family members (travel, lodging, meals) may not be included in project costs.
6. General Criteria for Evaluating Applications for Regency Advancement Awards:
- a. The project is clearly and specifically defined.
 - b. The nature of the project and the likelihood of its completion bear a justifiable relation to the time period within which it is to be carried out.
 - c. The project advances the applicant's professional growth, the "cutting edge" of the applicant's discipline, and/or the enhancement of the applicant's departmental curriculum or quality of classroom instruction.
 - d. Priority consideration shall be given to qualified projects for which external funding is unlikely. Faculty members are, however, encouraged to articulate how they have and will leverage funding.
 - e. All else being equal,
 - i. Only the intrinsic merit of a project or activity, not its total costs, shall be the primary and decisive
 - ii. Proposals from tenure track and tenured faculty are favored over those of ~~visiting~~ **contingent** faculty
 - iii. Proposals from untenured faculty are favored over those of tenured faculty
 - iv. Proposals from faculty who have not recently received a **Karen Hille Phillips** Regency **Advancement** Award are favored over those who have received an award recently.
 - f. Projects related to sabbatical leave proposals shall not be excluded from consideration on that account, but shall have secondary priority in competition-all else being equal. Faculty who will be on sabbatical are not eligible to receive a stipend for the summer prior to the year during which they will be on sabbatical leave.
 - g. More specific criteria may be developed and applied by the dean or faculty of a given school or division.

C. Wang Center Faculty Research Grant

1. **Purpose:** These awards are intended to support research conducted internationally by the university's faculty.
2. **Eligibility:** All full time tenured and tenure-track faculty and contingent faculty members serving multiyear contracts are eligible.

3. **Amount of Awards: The maximum amount of each award is \$3,300**
4. **Further details and the application can be found on the Wang Center website.**

D. Wang Center Study Away Curricular Development Grant

1. **Purpose: Provide funding assistance for prospective faculty leaders/directors to travel to place/country of interest to explore possibilities for establishing new programs and make appropriate contacts and arrangements. Enhance study away programming, particularly in underrepresented department and majors. Enable more PLU students to participate in study away by expanding program options available.**
2. **Eligibility: All full time tenured and tenure-track faculty and contingent faculty members serving multiyear contracts are eligible.**
3. **Amount of Awards: The grant will provide up to \$2500 for airfare and other travel expenses.**
4. **Further details and the application can be found on the Wang Center website.**

SECTION 2. EXTERNAL FUNDING

B.A. Grant Application Procedures

1. ~~PLU encourages grants that serve to augment existing programs, create new programmatic activities, bolster institutional capacity, and foster individual faculty/student scholarship and professional development.~~ In order to facilitate the process, assist in proposal preparation, and to coordinate efforts, it is recommended that early in the formation of the proposal, the author explore the idea with the dean, department chair, colleagues, and the ~~Office of the~~ **Office of the Provost**. Shortly thereafter, one should contact the Office of Advancement and talk with the grants representative. **In cases where the proposal has a large budget, and the broader programmatic reach of the grant is broad, and/or if matching funds from PLU will be requested, the more important it becomes it is especially important to engage begin conversations with the department chair, dean, and the Offices of Advancement, Provost, and Finance and Operations Administration early in the process of developing the proposal.** ~~proposal's formative stages. Likewise, if a request for matching funds from PLU is to be made, it is critical to contact these three offices.~~ To aid in that dialogue, applicants should complete the form, "Notice of Intent to Apply for a Grant," that helps the author address critical components such as deadlines, matching requirements, and grant implications. At least a week before final submission, a "Grant Approval Form" should be completed. This is an important document that PLU will use once the grant has been awarded to delineate the financial responsibilities and obligations. Both of these forms are available from the Office of Advancement **the Provost website**. Obtaining the requisite signatures assures that all relevant officials are cognizant of the grant proposal.
2. Once a proposal is complete and ready to submit, copies must be sent to the Office of Advancement and to the Office of the Provost, and one copy must be retained by the applicant. The Office of Advancement tracks grant applications, so it is most helpful if applicants notify them as to the outcome of the proposal and send to them copies of any acceptance or declination letters. Generally speaking, agencies award the funds with a check that is mailed to the Office of Advancement. Successful applicants need to coordinate with the Office of the Provost to assure that an account number and budget have been established with the Business Office. Doing so promptly enables the Office of Advancement to deposit the funds in the appropriate account.