

# COLLEGE OF ARTS, SCIENCES, & ENGINEERING DEVELOPMENT GRANT GUIDELINES

Given the limited research and development funds available we ask all applicants to request the minimal amount necessary to complete the project. Only ONE research or development proposal per applicant will be considered.

## I. Requests Considered for Support:

The College of Arts, Sciences, & Engineering Research/Development Committee considers requests for development support to:

1. Attend non-credit single concept workshops or seminars that extend a faculty member's knowledge in a current teaching area or will allow the faculty member to broaden teaching areas, which will benefit the University. (Attendance at the annual meeting of a professional society should be handled through the departmental travel budget).
2. Attend non-credit single concept workshops or seminars related to accreditation of a major program or department if a college representative is required to be present. (Attendance at the annual meeting of such organizations not involving specific accreditation workshops should be requested through the regular departmental travel budget).
3. To improve a faculty member's competency in a specific area needed by the University, which is outside the academic preparation of the faculty member. Normally, reimbursement is limited to the costs of tuition, books, and one round trip at the current mileage rate to the institution offering the coursework. Costs will be reimbursed to the faculty member when an official grade report is presented showing a grade of B- or better or satisfactory progress.
4. Fulfill various activities and faculty needs with reimbursement or partial reimbursement of costs for graduate credit or related coursework required.
5. Pay costs in relation to specific certification of faculty members, which in turn is a benefit to the College of Arts, Sciences, & Engineering.

## II. Requests Not Considered for Support:

- a. Proposals usually funded by external sources due to overall cost or extended time periods.
- b. Proposals with an unclear or unreasonable timeline.
- c. Joint faculty proposals. Please submit separately if working on the same project (\$2000 max for project).
- d. Courses or workshops that could be obtained through UNA.
- e. Activities related to study abroad will generally not be funded.
- f. Activities in which a faculty member will be absent from teaching duties to attend developmental activities (unless the classes can be covered).
- g. Under normal conditions, only one faculty member will be approved to attend a specific workshop or seminar.
- h. NO funds may be requested for student compensation, travel, or hourly wages.
- i. Attending (not presenting at) a conference.
- j. Attending a workshop preceding or following a conference in which you are not presenting (see note below, IV. 3d).

## III. Who May Submit a Proposal?

Any full-time faculty member in the College of Arts, Sciences, & Engineering with rank of Lecturer or above is eligible to apply.

## IV. How to Submit:

Submit the following materials, in order, as a single PDF file named <LastName\_Department\_DEV.pdf> :

1. Completed application form
2. A one-page vita of the principal investigator
3. A proposal narrative that indicates why the development activities/needs should be supported. Narratives longer than 1000 words (not including documentation) will not be considered.
  - a. Clear explanation of significance and why the proposal should be funded (directed to the non-specialist)
  - b. An explicit and reasonable timeline with benchmarks (dates) for progress toward the goal(s)
  - c. A clear statement of use for the requested funds
  - d. If requesting funding to attend a workshop that is not "stand alone," you must include a clear explanation of how this workshop/conference is exceptional
  - e. A short statement describing your department's typical travel money policy or department/professional development funds available to you
4. **Itemized budget with justification and documentation** for each item requested on the attached budget form.
  - a. Per diem MUST adhere to UNA rates for domestic travel (\$34/day max for meals); Government rates for international travel can be found at ([aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)).
  - b. All items in the budget (e.g. hotel, airline tickets, conference information, item purchase prices, etc.) must be documented by a computer screen shot of the estimated amount or email correspondence.
  - c. The least expensive alternative for travel must be utilized or justification must be provided.
  - d. Projects already undertaken during the previous academic year may be considered for possible reimbursement if the proper documentation is provided (e.g., receipts, documentation).
  - e. If the proposal has been submitted elsewhere, you must include documentation of where it has been submitted and when you would be notified about the funding

Failure to submit all the requested materials and/or not CC'ing your department chair will result in the application being **disqualified**. Please make sure that all proposal requirements have been met before submitting your application.

A single PDF file containing all materials in the order listed above should be emailed to the committee chair and your department chair by the due date and time.

Questions concerning the submission of proposals may be directed to the Chair of the Arts, Sciences, & Engineering Research/Development Committee or to any of its members. Names of members of the committee are enclosed.

#### **V. Grant Limit:**

Development Grants are normally limited to **\$2,000**. Grants for over \$2,000 will require additional, exceptional justification by the applicant and a vote of approval by two-thirds (2/3) of the Committee.

- 1) Expenses NOT funded
  - a) Any student expenses (wages, travel, scholarship, etc.)
  - b) Incidentals, tips/gratuities, or "other"
  - c) Administrative grant support
  - d) Extra days before/after a conference without justification
  - e) Membership or annual dues
  - f) Software already available through the university
  - g) Research for an advanced degree at another institution
  - h) Faculty wages
  - i) Per diem exceeding 10 days

#### **VI. Review of Proposals by the Arts, Sciences, & Engineering Research/Development Committee:**

The Committee reviews each request individually, assessing the merits of each proposal. At times the Committee may call upon other faculty members and/or University administrators for assistance in reviewing the merits of development applications. The Committee also reviews the application on the basis of costs as they relate to the project and the availability of resources.

#### **VII. Notification of Applicants:**

Applicants will receive the results of Committee evaluations from the chair of the Committee. In cases where proposals are not approved, a written explanation will be provided giving the comments of those reviewing the proposal. The recommendations of the Arts, Sciences, & Engineering Research/Development Committee will be forwarded to the Dean of Arts, Sciences, & Engineering for final action.

#### **VIII. Grant Management:**

All University-supported development projects are administered in accordance with established University fiscal procedures. These include (but are not limited to) all travel expenses and purchasing. The fiscal year runs from October 1 through September 30 of the following year.

**All grant support will end (i.e., accounts will be closed) on September 30<sup>th</sup> of the academic funding year, unless a rollover into the next fiscal year is requested by the recipient and approved by the Dean of Arts, Sciences, & Engineering.**

#### **IX. Grant Report:**

A grant report should be submitted to the Chair Grant Committee AND the Office of the Dean of Arts, Sciences, & Engineering **NO LATER THAN SEPTEMBER 30<sup>th</sup> of the academic funding year, or at the time and date agreed upon by the recipient and the Dean of Arts, Sciences, & Engineering at the time the rollover is requested.** Information pertaining to the format of the College of Arts, Sciences, & Engineering Grant Report will be distributed to applicants that have been awarded grants.

#### **X. Acknowledgement:**

All publications, exhibitions or performances supported by a College of Arts, Sciences, & Engineering Grant should **acknowledge the financial support of the University of North Alabama.**

#### **XI. Failure to Conduct Project:**

If for some reason the faculty member cannot conduct the funded project, he/she should inform the Dean of Arts, Sciences, & Engineering **IMMEDIATELY (i.e., by Friday, August 31<sup>st</sup> of the academic funding year)** so that other projects can be supported.

## XII. College of Arts, Sciences, & Engineering Research/Development Committee

Coker	<a href="mailto:scoker1@una.edu">scoker1@una.edu</a>	Foreign Languages
D'Antonio	<a href="mailto:vdantonio@una.edu">vdantonio@una.edu</a>	PY & SO
Hodges	<a href="mailto:jhodges@una.edu">jhodges@una.edu</a>	Social Work
Malone	<a href="mailto:jmalone@una.edu">jmalone@una.edu</a>	Entertainment Industry
McHenry	<a href="mailto:bmchenry@una.edu">bmchenry@una.edu</a>	CAT
Moore	<a href="mailto:mmmoore@una.edu">mmmoore@una.edu</a>	Geoscience
<b>Painter - Chair</b>	<a href="mailto:jpainter@una.edu">jpainter@una.edu</a>	Math
Park	<a href="mailto:hpark4@una.edu">hpark4@una.edu</a>	Engineering & Industrial Professions
Purser	<a href="mailto:cpurser@una.edu">cpurser@una.edu</a>	PJLP
Ray	<a href="mailto:jmray1@una.edu">jmray1@una.edu</a>	Biology
Schoenbachler	<a href="mailto:mschoenbachler@una.edu">mschoenbachler@una.edu</a>	History
Seward	<a href="mailto:pseward@una.edu">pseward@una.edu</a>	Visual Arts and Design
Stopera	<a href="mailto:cstopera@una.edu">cstopera@una.edu</a>	Chemistry and Physics
Taylor	<a href="mailto:mtaylor18@una.edu">mtaylor18@una.edu</a>	English
Whitten	<a href="mailto:tpbrewer@una.edu">tpbrewer@una.edu</a>	Communication
Wiggins	<a href="mailto:twiggins@una.edu">twiggins@una.edu</a>	Music