March 7, 2010

To: Members of the Faculty
From: Faculty Development Council

The Council for Faculty Development is now accepting major grant proposals for its annual spring-semester funding round. The deadline for receipt of major grant proposals is **Friday, April 9** for projects beginning after May 31, 2010. Applicants whose proposals are approved during the spring round will normally have access to their funding until May 31, 2011. Discretionary grant proposals may be submitted at any time. Those applying for funds usually must be full-time faculty or Category I part-time faculty members. Proposals may be submitted by individuals or by groups.

The Faculty Development Council administers funds for projects designed to strengthen extant pedagogical skills; to improve communication among faculty about pedagogical issues; or to extend the range of the faculty's teaching and advising capabilities. The council warmly encourages proposals from all disciplines.

The funding of scholarly research is the purview of the Colgate Research Council. However, some projects may include both teaching and research components; others meld teaching with research. For such projects, it is best to consult with the chairs of Faculty Development and/or the Research Council in advance of submitting funding requests.

**Discretionary Grants**

Discretionary Grants (any grant totaling $500 or less) can be requested throughout the academic year by applying directly to the council chairman. Applicants should describe—in one, or several, paragraphs—the purpose and proposed outcome of the project, their schedule for completing the project, and a detailed budget. Where travel is required the standard University guidelines apply (consult your divisional secretary or the travel policy webpage [http://offices.colgate.edu/purchasing](http://offices.colgate.edu/purchasing) for the most recent allowances). Although proposals are acted upon as promptly as possible, **applicants should submit requests well in advance** in order to allow 10-14 days for necessary paperwork to pass through the Council chair and the Controller's office.

Discretionary grants should generally fall into one of the major-grant categories described below. Proposals that involve conferences should include a program or description and a statement of whether the faculty member is a presenter or discussant. Each recipient of a discretionary grant will submit a short final report to the FDC chairman.

**Major Grants**

Major grants, ranging from $500-$2,500, generally fall into one or more of the following categories:
1. **Extending and improving teaching skills.** Support for acquisition of skills that will improve the quality of an individual's teaching. Examples: attendance in teacher-training workshops; learning new technologies for use in the classroom.

2. **Attendance at conferences or workshops outside your major area of instruction/expertise** in order to acquire knowledge that will lend fresh perspectives or techniques to teaching or developing course materials. Please include a conference program or description (including whether you are a presenter or discussant). Indicate how the conference will contribute to a new area of learning for you, and how this will contribute to your teaching.

3. **Experiential:** Field trips/travel directly related to course development of new subject matters, approaches, or fields of interest. An experience in a new setting could expand the knowledge transmitted in the classroom. Examples: immersion into a new culture; exposure to different social or political systems; exploration of new ecologies; field experiences.

4. **Funding of guest speakers to contribute to workshops/conferences organized at Colgate.** Experts in areas of general interest to Colgate faculty may be brought to the campus. Examples: workshops on gender or race relations in the classroom; workshops giving instructions in new technology of general interest to faculty. The purpose of these should be specifically to influence faculty development or enhance faculty communication about pedagogical issues rather than to finance a distinguished lecture program.

5. **Student Academic Advising.** Experience that aids a faculty member's ability to advise students about post graduate programs or career goals. Example: exploring internships, graduate fellowships, or opportunities in industry and business.

6. **Innovative Curriculum Projects.** The Council encourages innovative development relating to projects that will promote better interaction between students and faculty, especially projects for advanced students. Examples: Examining innovative departmental honors at other institutions; design of senior-year interdisciplinary honors seminars; development of undergraduate research programs not related to faculty research.

7. **Presentations on Pedagogy.** The Council will fund projects (e.g. conference presentations, panel discussions and lectures) to disseminate the results of curricular/pedagogical innovations at Colgate.

8. **Other.** Proposals are not limited solely to the categories outlined above. Inquiries concerning other project areas are welcomed, and should be addressed to members of the Council.

Materials purchased with Council funds become the property of Colgate University. Books, films, tapes, and compact discs totaling over $50 must be purchased through
Library Acquisitions or Media Services. These become part of the permanent collection of the Library/Media Services unless special circumstances can be demonstrated.

**Funding will not be provided for the following items as they are supported by other sources:**

1. *Equipment, books, software or instructional materials* (unless these are essential to a specific faculty development project and cannot be funded by existing departmental, divisional, or program budgets).

2. Equipment, books, instructional preparation, travel, etc., related to *study abroad programs*.

3. *Student wage requests*. Student wage grants should be funded through departmental or divisional budgets unless these relate to student feedback required for the development of curricular tools. In the latter case, the Council limits grants to $200, but only honors requests as part of a larger project.

**Proposals for major grants**, not exceeding five pages in length, should include the following:

1. A cover page with the project title, name(s) of applicant(s), and departmental/program affiliation.

2. A description of the project: Please include:
   
   i. A statement of purpose.
   
   ii. A detailed description of the way in which the project will be carried out, including specific dates and locations for project activities. Please indicate if this is a multi-year project for which you may request future funding from the Council.
   
   iii. A statement describing the innovations and improvements in teaching, faculty discussion of pedagogical issues or academic advising that are expected to result from the project. Be specific as to the courses or areas within the curriculum that the project will influence.

3. A funding history: In this section, please describe your grant history of funding from Colgate sources for the past three years and other possible sources of funding for the project. You don't need to include divisional conference travel funding, but please do include all other Colgate (e.g. Faculty Development Council, Research Council, divisional faculty development, etc.) funding. With respect to expenses for your proposal state what Colgate funding (including CORE incentive grant funds, if applicable) you have already pursued or secured and what—if any—alternate sources of outside funding you have pursued/secured.
4. Budget: Please attach, **on a separate sheet**, an itemized budget, including subtotals for the following categories: Equipment and Supplies, Travel, Living Expenses, and Other Expenses. Allowances for *per diem* expenses and travel must conform to the University guidelines. (Please consult your divisional secretary or the travel policy web page [http://offices.colgate.edu/purchasing](http://offices.colgate.edu/purchasing) for the most recent allowances.)

5. Please attach conference programs or other materials as appropriate.

6. Send **nine** copies of your proposal (paper copies, please) to Ken Belanger, Department of Biology, no later than April 9, 2010.

Please contact FDC chair Ken Belanger at kbelanger@colgate.edu if you have any questions.