

**Faculty Development Committee**

**Hanover College Grant Funding Guide**

**Faculty Grants**

The Committee supports a variety of scholarly activities through Minor Grants and Major Grants. Faculty Grants may not, however, be requested for thesis or dissertation work; formal class studies related to degree work; support of student research leading to Hanover College credit (e.g., Independent Studies); or compensation for faculty time spent on a project. A Faculty Grant may be requested for reimbursement of funds expended for recent unexpected and urgent scholarly activities.

All grant requests should be directed to one of the several categories specified in the Committee document, "Faculty Grants"; should include a rationale for the grant, any relevant background information, such as a curriculum vitae or bibliography of relevant publications, presentations, or projects, and an itemized budget; should identify the anticipated benefits to both the individual and the institution; and must be received for review by the Committee by deadlines announced annually. Grant proposals should be addressed to the Faculty Development Committee and its Chair. The proposals will be turned in to the The proposals will be turned in to the Dean's office for its distribution to all members of the Committee.. Individuals on leave may apply for funding from any of these categories.

**Eligibility**

Minor Grants are available on a competitive basis to any member of the teaching faculty, including part-time and visiting faculty, to retired faculty with emeritus status, and to full-time administrators.

Major grants are available on a competitive basis to full-time, continuing faculty members whose contractual responsibilities are instructional. Part-time and shared position members are eligible for a prorated amount based on their teaching load for the academic year. Academic administrators such as the academic dean and librarians are eligible for up to 50% of a major grant amount.

No special consideration will be given to any applicant's sex, age, years of service, academic rank, tenure status, departmental affiliation, or number of past grants . Only one Minor or Major Grant proposal from an applicant will be considered during a funding cycle, however, and only one Major Grant will be awarded an individual in any academic year.

**Terms of Acceptance**

An approved Faculty Grant is an explicit agreement between the College and the awardee. Approved Grant proposals will be published on the FDC website unless the author requests otherwise. The awardee is cautioned to adhere to the letter of the approved proposal and to keep the Committee informed of all deviations from the proposal. Significant changes in the proposal not approved beforehand by the Committee, will render the agreement null and void, and the awardee will relinquish all claims to grant monies, whether received or not. The awardee who proceeds unilaterally with a significantly different project than that approved does so at the risk of being asked to return monies already spent. In the event of urgent and unanticipated expenses in connection with an approved project, an awardee may request--but is not guaranteed--reimbursement for out-of-pocket expenses. Awardees always invest personal funds at their own risk, though.

Once a Faculty Grant is awarded, the recipient will process all claims for monies through the Business Office. All approved funds must be claimed (though not necessarily spent) by the last day of June to avoid forfeiture.

Any materials, equipment, supplies, and the like remaining after completion of the project become the property of the College. Any resultant scholarly product should include acknowledgment of the Committee and Hanover College.

The proposed project to be funded by a grant must be completed within one year following notification of acceptance of the proposal by the Committee. Upon completion of the project, grant recipients are required to file a financial report with the Business Office and, in the case of Major grants, a narrative report with the Committee. Reports—addressed to the Faculty Development Committee and its Chair—will be turned in to Lynda Vogler in the Dean's Office in both electronic (MS Word file) and hard-copy form. If you need help in converting a file to MS Word format, please contact the IT Help desk (4357).

**Faculty Grant Categories**

1. **Research Grants** support scholarly activities leading to the production for a professional audience--whether by publication, presentation, or performance--of an original contribution to knowledge or culture. Some possible activities include research projects, artistic or creative endeavors, design of or modification to apparati, and creation or application of a computer program.

2. **Individual Development Grants** support scholarly activities in areas outside of a faculty member's expertise that will produce intellectual and pedagogical benefits.

3. **Mini-Course/Workshop Grants** support specialized, irregularly occurring activities involving the active participation of the faculty member (as distinct from passive attendance) at a meeting or conference.

4. **New Course Development Grants** support the development of proposed new courses.

5. **Special Event Grants** support opportunities for professional and/or personal development that do not fit any of the above descriptions. Such opportunities may include conferences, symposia, special seminars, luncheon speakers, etc.

6. **Group Development Grants** support activities by two or more faculty members that meet any of the above criteria, including international study trips. The maximum grant amount set forth in Section V-2.2 of the Faculty Manual applies to each individual applicant for a Group Development Grant.

**Use of Funds**

Faculty Grant funds can be used for:

1. expendable supplies (i.e., materials consumed in the course of the project);

2. research participants (animal or human);

3. production costs incurred in publishing, performing, displaying or otherwise disseminating the final project;

4. assisting personnel (e.g., research/clerical assistants and consultants);

5. library acquisitions not normally covered by institutional budgets;

6. duplicating costs exceeding what may reasonably be borne by departmental budgets;

7. telecommunication costs exceeding what may reasonably be borne by departmental budgets;

8. postage costs exceeding what may reasonably be borne by departmental budgets;

9. travel expenses necessitated by the scholarly activity;

10. rental or purchase of essential equipment or apparatus.

**Grant Amounts**

The maximum amounts that may be requested are $850.00 for a Minor Grant and $3500.00 for a Major Grant.

Application Deadlines

There shall be two funding cycles for all grants. Proposals must be received by the FDC by October 15 for consideration in the first cycle; proposals must be received by February 1 for the second cycle. If funds allow, a third cycle for Minor Grants will be created with a May 1 deadline. Grant proposals should be addressed to the Faculty Development Committee and its chair. The proposals will be turned in to the Dean's office in both hard-copy form and a single electronic file (MS Word or PDF or Rich Text format) for its distribution to all members of the Committee. If you need help in converting a file to one of the required formats, please contact one of the secretaries or the IT Help desk. The decision of the Committee can normally be expected within five weeks of the application deadline.

**Application Format**

An application for a Faculty Grant should include the following clearly delineated sections:

1. An abstract written in laymen's terms.

2. A description of the aim of the project that indicates the background for the project and places the project in a wider context of knowledge. The project's significance for the individual, the discipline, the College, and our students must be made clear.

3. If the proposal is part of a larger project for which a previous grant or sabbatical/spring term leave has been awarded, documentation of the progress of the project, such as details concerning related publications, chapters completed, or rough drafts, along with a list of previous grants/leaves should be submitted.

4. Where applicable, documentation of the qualifications of the applicant for the proposed project, such as a curriculum vitae or bibliography of relevant publications, presentations, or projects.

5. Where relevant, an agenda for the project, noting procedures, methods, and techniques to be employed; a timeframe for commencement and cessation of the activity; intended results of the funded activity (e.g., final or partial completion of the project); and the ultimate disposition (e.g., publication, performance, exhibition, etc.) of the project.

6. Where relevant, a section identifying any ethical issues raised by the applicant’s research and how the applicant has addressed them. If such issues are raised and the applicant is in a field whose professional organization has an ethics statement, the applicant must demonstrate that he or she has dealt with these issues in accordance with professional guidelines.

7. A detailed, line-by-line budget, identifying sources and allocations of all monies applied to the project.

8. New course development grants must have a letter of approval from the department chair. For LADR courses, a letter of approval is also needed from the division head.

**Evaluation Criteria**

Minor and Major Grant proposals will be evaluated by the Committee according to the following criteria:

1. Quality, feasibility, ethical permissibility, and appropriateness of the project. An elaboration of these dimensions may be found in Section IIIC of the document, "The Sabbatical-Leave Program of Hanover College";

2. Impact on the applicant's career and/or the College;

3. Adherence to Committee guidelines.

**Final Reports**

Recipients of all grants will provide a complete accounting of expended funds to the Business Office consistent with their procedures. Only recipients of Major Grants are required to provide the Committee with a written report. Reports—addressed to the Faculty Development Committee and its Chair—will be turned in to the Dean’s Office for its distribution to all members of the Committee. Approved Grant Reports will be published on the FDC website unless the author requests otherwise. The report will be due within two months of the proposed termination date of the project and will include the following information:

1. a restatement of the project;

2. a detailed description of the awardee's activities;

3. the disposition of the project;

4. attachments of any resultant scholarly activity (e.g., copies of papers, publications, performance or exhibition dates, etc.).