

Provost's Professional Development Award in Faculty Precepting
Proposal Content and Formatting Guidelines

PROPOSAL CONTENT

1. Application Cover Sheet
 2. Funding History/Accountability Form
 3. Description of Project (3 pages maximum)
 4. Budget and Budget Narrative (2 pages maximum)
 5. Understanding of Conditions for Internal Awards Form
 6. Curriculum Vitae (2 pages maximum)
 7. Supplementary Materials
- (NOTE: No other materials are necessary or will be accepted.)*

DESCRIPTION OF PROJECT

Length and formatting: The Description of the Project should be no more than three pages long. Margins should be at least one inch. Font type should be no smaller than 11-pt. Using subheadings that correspond to the sections listed below is useful to reviewers. Bulleted or numbered lists, paragraph breaks, and/or formatting should be used as needed for efficiency and to help reviewers.

Content: The narrative should give a full but concise description of your project, covering as many of the following topics as are relevant. Be sure to include the following information:

1. Statement of the aims and objectives of the project. Succinctly indicate the primary goal(s) of the project.
2. Background work already accomplished. This section lays out your preparation for undertaking the project proposed here and places this project within your overall scholarly plan or professional career goals.
3. Statement of the Procedures/Methodology. This section should include a plan of the proposed activities, indicating how they will be accomplished and a rationale for using this procedure(s). A time line or work plan is suggested.
4. Importance or Value. Describe the expected significance or importance of the results of your project. Briefly say how your specific project contributes to the broader category of scholarship being conducted by others.
5. Further Research or Study. Describe what your next steps might be, including some plan for continued funding.
6. Outcome. Describe your plans for publication, presentation or other ways to disseminate the results of this project. Be as specific as possible.

BUDGET AND BUDGET NARRATIVE (2 pages maximum)

Complete budget summary. Where appropriate, explain in budget narrative how budgetary items are necessary for the successful completion of the project. When requesting money for travel or equipment, please clearly state how much is provided by other sources, including a faculty member's School. Indicate when money was requested from other sources but not provided (i.e. a School had exhausted its travel funds or the faculty member has used junior faculty funding for equipment). In all cases, requests for Release Time must be justified in convincing detail and supported by the Applicant's Dean. Budget requests and expenses must comply with University policies.

CURRICULUM VITAE

Include resume, not longer than 2 pages, useful in reviewing Applicant's preparation and qualifications for the project proposed here.

SUPPLEMENTARY MATERIALS

In the following cases, documentation must be provided:

- a) Copy of the contract for publication for a project for which support is sought.
- b) Copy of the award. (e.g. Fulbright for a project for which support is sought)
- c) Copy of the formal invitation to present at a conference, or to speak, teach, present or perform at another institution for which performance or presentation support is sought.
- d) Copy of the formal invitation to exhibit or perform creative work for which exhibition/performance support is sought.

If an applicant is uncertain whether or not supplementary material is required, the applicant should contact the Office of Research and Sponsored Programs for advice. Contact 609.652.4844 or email: grants@stockton.edu

In general, applicants are discouraged from including additional supplementary materials. An exception would be in those few cases where supplementary materials are essential to enable a generalist to understand the nature or importance of the project for which funding is sought. In those cases, applicants should clearly explain in their proposal the nature of supplementary materials and why reviewers need to look at them.

Applicants may include – up to one (1) page – a list of references, if needed.

Provost's Professional Development Award in Faculty Precepting Evaluation/Review Criteria

The **Proposal** will be evaluated according to the following:

- a) adherence to format
- b) completeness, including signatures and summary form of funding history
- c) clarity

The **Project** will be evaluated according to the following factors:

- a) Its intrinsic merit in the study and practice of academic advising (i.e. whether the project addresses an important issue, and/or contributes to scholarship, and/or supports a programmatic/divisional/University goal or initiative)
- b) Qualifications of the applicant to carry out the project and the likelihood that the project will be completed with intended outcome(s).
- c) Whether the methods are appropriate and likely to result in successful and timely outcome(s).

In making its recommendations, the committee does not consider such questions as whether an applicant can be spared from instructional duties, whether devotion to a project would detract from his/her other primary responsibilities, or whether suitable adjunct replacements can be found. These Programmatic considerations will be addressed by the School Deans, appropriate supervisors, and the Provost.

Stockton University
INTERNAL GRANTS, APPLICATION COVER PAGE

Date: _____

PROVOST'S PROFESSIONAL DEVELOPMENT AWARD IN FACULTY PRECEPTING

Late applications will not be accepted

Name: _____ School: _____ Tenured: Y N Rank: _____

Title of Project:

Short Summary of Project:

Applicant and Project Status. Relevance described in proposal. (**Check those which apply - #1 gives 2 options**):

- [1] Applicant has not received funding from the University within the previous three years; not in previous 5 years.
- [2] Applicant has applied for outside funding within the past year.
- [3] Applicant's proposal will result in a completed application for outside support prior to the next academic year.
- [4] Project supports current University-wide Initiative.

	Learning	Engagement	Global Awareness	Sustainability
Does this project involve live vertebrate animals?			Yes	No
Does this project involve human subjects?			Yes	No
Does this project involve foreign travel?			Yes	No

If yes, the project cannot be initiated, nor funds disbursed, without prior approval from the appropriate compliance Committee: Institutional Review Board for the Protection of Human Subjects in Research (IRB) or the Animal Care and Use Committee (IACUCC) or Office of International Services for foreign travel.

Does the project involve students?	Yes	No
Does the project involve outside funding?	Yes	No
Does the project involve a private business?	Yes	No

I understand that if I should be granted this award, **I will administer the project to comply with University Policies and Procedures.** Further, I am required to submit a written Annual Report by October 15 of the year following the award and to disseminate the results of my work to the University community.

Applicant Name

Signature

Date

FUNDING HISTORY

Even though you may have submitted a written Annual Report which documents your progress and the outcomes achieved by an Internal Award, the Review Committee's decision and your eligibility for an Internal Award depends on the following information.

- For all internal grants (R&PD, Sabbatical, Provost's Faculty Opportunities Fund, excluding Jr. Faculty support) received **in the last three years** please provide:

<u>Year Funded</u>	<u>Amount</u>	<u>Title</u>	<u>Tangible Results</u> (i.e. publications, outside funding)

- For all current **externally** supported projects **that differ from this project** please provide:

<u>Title</u>	<u>Source</u>	<u>Duration</u>	<u>Start or Pilot Funds from Internal Award?</u>	
			<u>Yes</u>	<u>No</u>

- Please explain briefly your intentions in grant-seeking, including plans for moving beyond internal funding to seeking external funds. Include here your attempts and successes in applying for external support.

Last Name: _____

BUDGET REQUEST

		Request	Other Sources
1.	Salaries:		
	Student Workers	\$ _____	\$ _____
	Stipend for Summer (specified by Rank)	\$ _____	\$ _____
	Stipend for Adjunct Replacement Costs (number of credits x stipend rate)	\$ _____	\$ _____
2.	Materials & Supplies	\$ _____	\$ _____
3.	Travel (Specify: Domestic or Foreign)	\$ _____	\$ _____
4.	Equipment	\$ _____	\$ _____
	(Equipment bought with grant funds remains the property of the University)		
5.	Guest Speaker/s: Stipends	\$ _____	\$ _____
6.	Planning Retreat: Facilitator	\$ _____	\$ _____
7.	Other (specify)	\$ _____	\$ _____
	Totals	\$ _____	\$ _____

Budget Narrative and Explanation:

In the space below and on one additional page, if necessary, explain how the budget request costs were calculated and specify the particular details of each budget item requested in the summary. Explain how budgetary items are necessary for the successful completion of the project. Justify requests for released time in convincing detail. Number the items according to the list above.

Stockton University

**Clarification of Certain Policies and Procedures Related to Internal Awards
and
Assurance to Comply**

The University encourages faculty and staff to apply for and use internal awards in ways that support scholarship by fulfilling the goals and objectives of a project. Common to many of the internal awards, proposals are submitted which involve summer salary, purchase of equipment and/or support for travel which is critical to the project. Since these awards are made with University funds, use of these funds must comply with University policies and procedures. Please read through the list below and sign an assurance that you have read these conditions and will comply, should you receive an award. This document must accompany your proposal application.

Conditions of an Award

- A Report must be submitted by October 15 which describes the accomplishments, challenges and outcomes of the project. The report is due in October following the fiscal year (07/01 – 06/30) of the award.
- All equipment purchased with University funds becomes the property of the University.
- All transactions, purchases, request for salary and travel support must be processed through the University.
- All awarded funds will be available only during the fiscal year of the award.
- Stipends paid directly to the faculty member are subject to tax withholding for fringe benefits.
- Whenever travel is involved with a project and no matter what the source of funds, the faculty member must submit an Authorization Request for Travel/Vehicle (ARTV) form. Furthermore, the faculty member must abide by University Travel Policies and Procedures.
 - Any faculty member who travels without official University approval agrees to assume personal liability for all costs and these are non-reimbursable.
- If a faculty member changes any aspect of an approved project, the faculty member should notify the Office of Research and Sponsored Programs as soon as possible before the changes take effect. If the changes are substantial, the Office of Research and Sponsored Programs will ask the faculty member to revise the approved proposal and resubmit it to the Research and Professional Development Committee for approval. To insure that the Research and Professional Development Committee has ample time to review the revised proposal, the Office of Research and Sponsored Programs will establish a submission deadline that works with the timeline for the internal grant and with the Research and Professional Development Committee's schedule.

While we recognize that on rare occasions exceptions may be made to these conditions, these must be approved by the Office of the Provost.

Your signature below indicates you have read this document and will comply with its requirements, should you receive an award.

Signature

Date