



PROCEDURE

Guidelines for Administration, Application, Distribution and Reporting State Appropriated Development Funds

Procedure Administrator: Director of Grants Development

Authority:

Effective Date: June 6, 1977, June 21, 2010

Index Cross-References: Policy I-52.2: Research and Professional Development Committee

Procedure File Number: 1095

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

- A. To provide guidelines for (1) the general administration of development funds to insure their most effective uses, (2) the application of eligible persons and programs for development funds, (3) the distribution of development funds to the most qualified applicants and most worthy programs, and (4) the reporting of activities and programs supported by development funds.
- B. To encourage the design and implementation of individual and collective research and development activities/projects which have the potential to lead to outside funding and will serve to expand individual scholarship and professional skills, provide means for developing innovative instructional programs, and support special University-wide initiatives.

II. PROCEDURE:

- A. Programs. Programs eligible for support include:
 - 1. Research and Professional Development Projects of faculty and staff designed to expand areas of knowledge, improve professional skills in teaching, improve effectiveness of existing programs, explore and propose new approaches, develop creative works, and become better prepared for seeking outside funding.
 - 2. Innovative Pedagogical/Curriculum Development aimed at the substantial revision of existing programs and curricula and/or designed to create new programs and curricula.

3. University-wide initiatives that could be advanced through support for focused program/activities.

B. Applicants. Applicants eligible for support include:

1. Individual faculty who have or will have a contract for the coming academic year.
2. Faculty and staff who propose a joint project/activity.

C. Review of Proposals

1. The University President is the final approval officer for funds authorized and allocated as part of the development program. In reviewing proposals for approval, he/she shall receive the written recommendations of the Deans' Council and the Provost.
2. The Committee on Research and Professional Development will review all proposals for Research and Professional Development (categories II. A, 1, 2 and 3 above). The Committee's role is to make critical evaluations of proposals on their intrinsic merits, so as to use limited financial resources most wisely and to provide reasonable assurances as to the quality of proposals, including whether the applicant is qualified to carry out the project, the likelihood that the project will be completed with intended outcomes, and the appropriateness of the project methods.
3. The Committee does not consider such questions as to whether an applicant can be spared from teaching or other duties, whether devotion to a project will otherwise detract from the applicant's primary function, or whether suitable replacements can be found. Such considerations will be addressed by the appropriate Deans/Directors, Vice Presidents, and the President.

The Committee on Research and Professional Development shall consist of faculty members, two each chosen by and from the academic School Faculties (except from the School of General Studies which will have one member); and a representative of the faculty/staff employee organization. The Vice President for Academic Affairs or his/her designee shall serve as staff support for the Committee. The Chair shall be elected by the Faculty assembly.

The Committee will promote annually a colloquium on Research and Professional Development projects funded by the University. Recipients of grants will be expected to present their conclusions at sessions of the colloquium. The colloquium will normally be held in the spring.

D. Types of Proposals

1. Research and Professional Development Projects. Faculty and staff requesting assistance for Research and Professional Development Projects must complete an application and submit the proposal to the Grants Office for distribution to the Committee on Research and Professional Development. Proposals must adhere to the requirements for Proposal Content, specified in the Guidelines. This information is available from the Grants Office and other administrative offices.

If a proposal requests release from teaching, the application must be signed by the applicant's Dean.

Applicants are strongly advised to discuss their proposals before submission with their supervisors, as well as with members of the Committee, in order to benefit from constructive criticism.

The Committee shall forward its recommendation to the Provost. He/she will discuss applications with the Deans' Council, may add comments and will include his/her recommendation. Following a final conference with the Chair of the Committee on Research and Professional Development, the Provost will forward all comments and recommendations to the University President. The Provost shall inform the applicant of his/her decision within 20 calendar days of receipt of the President's recommendations or the Board of Trustees meeting (whichever is later), with a copy to the Committee on Research and Professional Development and the Grants Office.

In the October following the end date of the funding period, each recipient is expected to submit a written Report to the Grants Office and his/her supervising Dean describing the progress and outcomes that resulted from the funding.

Research and Professional Development Projects shall be defined to include one or more of the following: (1) released time for the purposes of conducting research or undertaking professional development projects, but not including thesis or dissertation completion or courses; (2) financial support for research and/or professional development projects including, but not limited to, travel directly related to specific projects, purchase of materials and supplies, student assistants, printing and making art; (3) stipends for grant proposal writing for a major project such as expensive equipment for research or directly related to the improvement of teaching, or in support of a University-wide initiative; (4) contract payments to consultants or companies for technical and/or professional services rendered in connection with a project; (5) financial support, including stipends, for time spent conducting research projects and development activities, usually designed specifically for the period during the summer; (6) costs of organizing, hosting, and summarizing the results of conferences/symposia; (7) expenses such as salary differentials, entailed by faculty/staff temporary internships and exchanges with other institutions; and (8) costs of equipment and supplies needed for the introduction of new modes of instruction.

2. University-wide Initiatives. This category of funding is intended to provide for the development of activities which have a substantial institutional impact and to focus specific resources on program developments intended to enhance institutional vitality in a slow/no-growth environment.
3. Research and Educational Equipment and Materials. Proposals which anticipate acquisition of substantial amounts of and/or substantial expenditures for equipment and materials for a research program or curricular development. Development funds in this category are intended to provide for the extraordinary support of existing and new programs/activities which have long-term value to the University, but could not be pursued from regular annual support sources.

E. Annual Reports

The Chair of the Committee on Research and Professional Development shall prepare and submit annually a report on its activities, shall include any reports made to the Committee, and any observations about future committee activities and/or concerns to the Provost, and to the President.

F. Guidelines and application materials are available on the University website, on the [Grants Office](#) page.

Approval History:

	Date
President	6/21/10