

Faculty Development Grants

Individual Grants

Proposals directed at the enhancement of teaching are given the highest priority because there is often support for scholarship/creative activities or service from other sources (e.g., departments, Office of Research and Sponsored Programs). Examples of activities that might be supported include, but are not limited to: attending workshops on teaching to update professional skills, the development of a new course or materials for an existing course, traveling to visit libraries to gather information or to laboratories to learn a new technique, or attending a conference or workshop to enhance some service skill such as a conference on faculty or faculty governance issues. Pre-conference workshops which enhance teaching may also be considered.

Grant proposals must describe how the proposed activity enhances the faculty member's skills or abilities in instruction and/or research. If instructional materials are requested, the proposal must describe how the course or curriculum will change. An itemized budget with justifications for each item must be attached. If travel funds are requested, the proposed itinerary must also be included.

Individual faculty development grants are not intended to support the following:

- Attending meetings of scholarly societies, or covering the costs of presenting papers at meetings (there is typically support available from departments or other sources).
- Purchasing equipment. **Items such as maps, slides, audio-visual recordings, and specialized software will be considered. Textbook, reference material and video recording acquisitions must be pursued through the library as a first option.**
- Supplementing salary. Payments to assistants with specialized expertise critical to the project may be considered.
- Conducting individual research projects.
- Supplementing externally funded projects.
- Funding meals or entertainment, except for meals while in off-campus training.
- Supplementing professional leave pay.

If you have a question regarding the appropriateness of an application, please contact the chair of the Faculty Development Grants Committee. The committee has funded a wide variety of proposals.

Department and College Grants

Departments and colleges may be awarded grants for activities or programs designed to enhance faculty teaching, scholarship/creative activity, or service. Examples include inviting speakers to update the faculty in a new area of the discipline, providing workshops on curricular diversity and developing computer simulations. Departments and colleges may not expend grant funds on meals or entertainment.

Eligibility and Application

All faculty members, departments, colleges and other units are eligible to apply for faculty development grants. Faculty applicants must be employed full-time by WWU for the academic year and have a contract (or formal agreement of full-time employment within the university) for the academic year following the grant period. Priority will be given to tenured and tenure-track faculty members.

An individual may receive only one grant during a 12 month period, and a department or college may receive only one grant in a 24 month period. Concurrent individual, departmental, or college applications for the same project may not be submitted. **Retroactive requests will not be considered.**

Applications should be submitted one quarter prior to the start date of the grant and are typically limited to the following two quarters. Grant funds must be spent within one year of the start date. The Faculty Development Grants Committee will review applications for grants once each quarter. Proposal due dates are available from the Office of Research and Sponsored Programs at <http://www.wvu.edu/depts/rsp/calendar.pdf> and are published quarterly in FAST.

Amount of Grants

Faculty may request funding up to \$1,500. Departments and colleges may request funding up to \$2,500.

Grant Reports

Each grant recipient must submit a one page report summarizing the activities, the benefits realized, and how the benefits will be shared with others. Failure to submit the report may influence future eligibility. Where possible, the faculty member is expected to share the knowledge or expertise gained with his or her colleagues or the larger University community.

**DO NOT USE
STAPLES**

Faculty Development Grants

Name: _____ Employee ID#: _____

Department: _____ E-mail: _____

Mail Stop: _____ Phone: _____ Total funding applied for: \$ _____

Project Title: _____

Type of Grant: **Individual** **Departmental**
(select one)

Purpose: **Improvement of Teaching** **Scholarly/Creative Activity** **Service**

REQUIRED INFORMATION

1. Purpose and budget

Describe funding from other sources e.g. departmental or WWU Foundation funds that will be used for this project. If you requested support from the library for this project and it was not funded, provide documentation of their decision. Provide a detailed budget that includes justification for each item.

2. Proposed itinerary (if proposal involves travel)

3. Detailed description of benefit

Describe how this project will contribute to your faculty development (e.g. how the proposed activity improves your skills or abilities in instruction and/or research). If instructional materials are involved, describe how the course or curriculum will change.

4. Final report submission (within two months of project completion)

Indicate the approximate month and year you will submit the required final report.

5. Additional materials

Attach any additional materials necessary to support the proposal.

CHAIR'S COMMENTS & RECOMMENDATION: **STRONGLY RECOMMEND** **RECOMMEND** **NOT RECOMMEND**

Chair: _____ Signature: _____
(please print name)

DEAN'S COMMENTS & RECOMMENDATION: **STRONGLY RECOMMEND** **RECOMMEND** **NOT RECOMMEND**

Dean: _____ Signature: _____
(please print name)