Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Research and Development Committee

TOPIC: Revisions to the FPPM language in FPPM Section V.A Faculty Research and Development Grants

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The Faculty Research and Development Committee has consistently received proposals for faculty sabbaticals, faculty connections, and faculty research and development grants that follow a variety of formats of presentation of required information and in some cases are missing required format elements such as correct cover page or sign off sheet. Thus, in committee discussions it was proposed that a centralized fillable and downloadable form located on an outside website, with the web link included in the FPPM would be the best way to provide applicants with an easier manner to access information required for applying for a sabbatical, faculty connection program, or research and development grant. Further, it was determined that re-organization of the FPPM location of materials related to Faculty Research and Development Grants into one overall section in the FPPM rather than having information located in multiple places would be beneficial to applicants. As such, revisions to FPPM language and location of material regarding Faculty Research and Development Grants and the development of downloadable and fillable word proposal documents that contain the sign off sheets, cover sheets (revised to focus on particular proposal being submitted rather than one for all types of proposals) was undertaken. Further, a website for the Faculty Research and Development Committee to house the application forms was developed.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:**

The proposed policy changes and the new fillable word form that is housed on the Faculty Research and Development Committee website is included at the end of the document.

Changes were made to the following sections of the FPPM:

FPPM Section VA Faculty Research and Development Grants

The language related to faculty research and development grants was revised in the following way:

1) Under point 4. Procedures. The location of the Research and Development Committee website where the application is housed was added. Deadline for proposals was added to this section as were procedures for submitting applications/sign offs to the chair of the committee.

2) Under point 5. Proposal Guidelines. Language redirecting applicants to section VE for criteria to be included in the FPPM was deleted and the location of the application on the external website was added. Language regarding criteria members of the committee will use to evaluate submissions and required sections to be covered on the application formerly located in section VE is now included in this section of the FPPM.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:**
These changes have streamlined the location of information regarding faculty research and development grants into one centralized location in the FPPM, rather than having information located in multiple areas providing a more concise and accessible manner of retrieving information for applicants. In addition, the development of a fillable application for each of the programs located on an external website will provide ease of access an application form including all required material to eliminate confusion as to what should be included in the application and to ensure that the applications received by applicants is consistent across submissions.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:
Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):
Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:
Action(s) Taken:
Administrator: _____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

A. FACULTY DEVELOPMENT AND RESEARCH

1. Definitions: Faculty development includes activities to improve instruction and/or curriculum. Research may involve experimentation, artistic performance, and documentary search and/or survey. It may include the review of literature and/or the collection, analysis, and interpretation of data, as well as the presentation of results in a manner acceptable to the discipline involved.

2. Policy: Any member of the full-time faculty may apply for funds for development and/or research projects to be carried out during the summer months or during periods of leave from the University. Generally, funds are to be restricted to expenses incurred during the course of the development or research project; in years when sufficient funds are allocated for development or research, some stipends may be granted as well.

3. There are two major categories of grants available:

a. Faculty Development Grants: These grants may be awarded for travel, producing or participating in workshops, taking courses, or for other activities directly related to the development of curriculum and instruction.

b. Faculty Research Grants:

> (1) Summer Research Assignments - a limited number of grants are available for research projects that require an extended period of study;
>
> (2) Faculty Grants-in-Aid - these grants are awarded for smaller projects;
>
> (3) Research-related Travel - these grants are given, for example, to travel to a library or museum or field site for study of materials not available locally.

4. Procedures: An applicant for a research or development grant will submit a proposal to the Committee on Faculty Development. The proposal form can be found on the Faculty Research and Development Committee website: http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/. One copy of the sign-off sheet must be submitted to the Chair of the Faculty Development Committee by the specified deadline. The grant proposal must be submitted via email as an attached document as specified by the Chair in the call for proposals. If the grant is not recommended by the department chair, the dean or the Committee on Faculty Development, their rationale must be in writing and the applicant may respond in writing to the rationale. Faculty members will be notified in writing regarding the acceptance or rejection of the proposal within one week of the date final decisions are made.

Applications for faculty development and research grants must be submitted by the last Monday in January. Applicants will be notified by the third Monday of March.

This committee will review all proposals and make recommendations to the Provost and Vice President for Academic Affairs (PVPAA). Any research involving human or animal subjects must also be approved by the Human and Animal Research Review Committee. The PVPAA will notify each applicant in writing whether or not his/her grant proposal has been approved and will send copies of such notice to the department chair, college dean, and to the Committee on Faculty Development. Applications for faculty development grants and research grants must be must be submitted by the last Monday in January. Applicants will be notified of grant approval by third Monday of March.

5. Proposal guidelines ~~can be found in Section V, E.~~are listed below. Any additional procedures and guidelines for proposals will be distributed by the Committee on Faculty Development early each fall and will also be available in the Office of the PVPAA.

Proposal Guidelines: Please use the fillable form on the Faculty Development and Research Committee website (http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/) to develop the proposal.

I. COVER PAGE

> Name of applicant

        Address (Home and Office)
        Phone Number (Home and Office)
        Type of grant sought (Faculty Development or Faculty Research)
        Period during which the grant will be used
        Amount requested
        Date of submission
        Signature of applicant

II. SIGN OFF SHEET FOR RESEARCH AND DEVELOPMENT GRANT

III. PROJECT ABSTRACT (minimum 100 words, maximum 250 words)

IV. NARRATIVE DESCRIPTION OF PROJECT (six double-spaced pages maximum)

A. Goals. Describe specific project goals with attention to specificity, clarity, creativity, and originality.

B. Procedures. Describe the project including very clear and specific justification of all budget items. A time line for the development and completion of the project must also be included. If applicable, also describe subjects to be used and their expected roles (The necessary consent form for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum).

C. Expected Outcomes. Describe the expected results of the project and the impact upon courses, students, and your profession. Describe plans for publication, presentation, course materials, other means of disseminating, or implementing the results at Longwood University.

D. Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

E. Current status of project. Describe what preliminary research you have already undertaken or other preparation you have accomplished thus far.

F. Vita. An up-to-date vita must be submitted with the application.

V. **BUDGET.** The total figure submitted should be itemized in categories that explain in detail how the funding will be used. Every attempt should be made for the efficient use of funds. Note: funds distributed by this committee may be subject to state and federal taxes.

VI. **PREVIOUS GRANTS.** List all previous grants received from Longwood and outside sources (including Longwood Foundation), including the dates the awards were received, the time periods covered by the awards, the purpose of the awards, the results/products/outcomes of those grants, and whether the stated goals of the awards were achieved.

6. Recipients of research or development grants are required to submit a written report of their activities during the period of the grant, specifically addressing each of the stated goals of the grant and providing evidence for whether or not the specific goals were achieved. This report must be submitted by September 1 for a spring or summer grant and by January 30 for a fall grant. Copies of the report go to the PVPAA and to the Committee on Faculty Development. Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.

Cover Sheet
Faculty Research and Development Grant

Forward proposals to chair of appropriate subcommittee:
Chair of Faculty Research and Development Committee (Chair can be found on Faculty Senate Webpage)
Proposals for Faculty Connections are due the <mark>**last Monday in January**</mark>

All submissions must follow the guidelines provided below. Submissions that do not follow these current guidelines will not be considered for approval.

Faculty Signature: _____   **Date:** _____

If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty. All applications for Sabbaticals, Connections, and Research and Development Grants, notification letters, and reports submitted upon completion of leaves and grants will be stored electronically so that they may be readily available to the members of the Committee on Faculty Development and University administrators as needed in connection with future leave and grant applications.

I agree ☐   I do not agree ☐
 to allow the University to use the current proposal in future years as an example of a successful proposal.

Name of applicant
Click here to enter text.
Address (Home and Office)
Click here to enter text.
Phone Number (Home and Office)
Click here to enter text.

Type of grant sought
☐   **Faculty Research Grant**   ☐   **Faculty Development Grant**

Period during which the grant will be used
Click here to enter text.

Amount requested
Click here to enter text.

Date of submission
Click here to enter text.

Signature of Applicant: _____

SIGN OFF SHEET FOR FACULTY RESEARCH AND DEVELOPMENT GRANT PROPOSAL APPROVAL

FACULTY MEMBER
Click here to enter text.

Department Chair: _____   Date: _____

College Dean: _____   Date: _____

Approval of Proposal
Yes ☐   **No ☐**

Faculty Research and Development Grant Application

Project Abstract
In the space below, please provide a project abstract (minimum 100 words; maximum 250 words)
Click here to enter text.

In the spaces below, please provide the following information:
Goals: In the space below, please provide a description of the specific project goals with attention to specificity, clarity, creativity, and originality.
Click here to enter text.

Procedures: In the space below, please describe the project including very clear and specific justification of all budget items. A time-line for the development and completion of the project must also be included. If applicable, also describe the subjects to be used and their expected roles (The necessary consent forms for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum).
Click here to enter text.

Expected outcomes: In the space below, please describe the expected results of the project and the impact upon courses, students, and your profession. Describe plans for publication, presentation, course materials, and other means of disseminating, or implementing the results at Longwood University.
Click here to enter text.

Benefit to Longwood. In the space below, please explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.
Click here to enter text.

Current status of the project. In the space below, please describe what preliminary research you have already undertaken and other preparation you have accomplished thus far.
Click here to enter text.

Vita
In the space below, please insert an up-to-date vita.
Click here to enter text.

Budget
In the space below, please include both a total figure sum for your request and an itemized categorical listing of how the requested funds will be used. Every attempt should be made for the efficient use of funds. Note: Funds distributed may be subject to state and federal taxes.
Click here to enter text.

Previous Grants

In the space below, please list all previous grants received from Longwood and outside sources (including Longwood Foundation), including:

1) The type of award received
2) The dates the awards were received
3) The time-period(s) covered by the awards
4) The purpose of the awards
5) The results/products/outcomes of those grants
6) Whether or not the stated goals of the awards were achieved

Click here to enter text.