These recommendations were developed to provide clarity to Faculty Development Fund committee work and may be viewed as details about committee deliberations to assist future committee work. These 22 recommendations do not supplant any published or publicly distributed Faculty Development Guidelines.

1. Guidelines for Faculty Development Fund grants and procedures for administering each grant cycle are prepared by the President of Rhode Island College and the President of the RIC/AFT Local 1819 (the faculty union).

2. Request for proposals and the appropriate guidelines should be publicized and sent to the campus community at least thirty days before the date those proposals are due.

3. Proposals must be received before or by 4:00 p.m. on the proposal due date listed in the proposal request.

4. Proposals must be submitted electronically to the Office of Research & Grants Administration. In cases where electronic submission is not possible, five paper copies, printed double-sided, must be received in the Office of Research & Grants Administration. The Office of Research & Grants Administration is available to assist applicants in the submission of proposals.

5. Separate proposals must be submitted for each activity and person, except when a group activity is proposed. In that case, the responsible individual (who will be reimbursed and provide the final report) must be listed first.

6. Proposals should use the cover sheet provided in the Guidelines, followed by an executive summary page which separately identifies: the grant period (specific dates within which funds will be spent), activities and costs for each activity in the proposal. Other pages can follow to give an extended discussion and explanation for each activity for which funding is proposed.

7. Proposed activities must occur within the identified grant cycle.

8. The proposal should include an abbreviated résumé (i.e., no more than ten pages) to highlight the applicant's career details most relevant to the proposal.

9. Proposals are reviewed by an appointed Faculty Development Fund Committee whose decisions are based on the criteria set out in the Guidelines, the funds available and the particular proposals submitted. Proposals recommended for funding and the funding amounts must meet the goals of the Faculty Development Fund grant program - to broadly and fairly support faculty development interests and needs.

10. The Faculty Development Fund Committee should forward proposal funding recommendations to the President of Rhode Island College within two weeks of the submission deadline.

11. The chair and other members of the Faculty Development Committee will meet with the President to discuss recommendations one week after recommendations have been forwarded to answer questions and offer any additional information that might be required.

12. The Committee will continue to serve in an advisory capacity (i.e., does not meet) until the end of the grant cycle.

13. Grant awardees should be notified by the President of Rhode Island College at least thirty days before the grant cycle is to begin.

14. The Office of Research & Grants Administration will archive a copy and maintain records of each funded grant proposal. No other copies or unfunded proposals will be conserved.

15. Grant funds are awarded for only those activities identified in the proposal. Grant preparers should be sure to discuss necessary modifications, such as a change in timing or costs of items with the Office of Research & Grants Administration that will administer each grant.

16. All grant funds must be spent within the grant period identified in the proposal. Grant funds cannot be encumbered or used for other purposes by the grant recipient.

17. The Office of Research & Grants Administration should be notified immediately should it not be possible to complete approved grant activities within the grant period identified in the proposal.

18. Invoices and a final report should be submitted within 30 days of completion of the final activity specified in each approved proposal.

19. Awardees must submit original invoices to the Office of Research & Grants Administration along with appropriate and completed college reimbursement forms. For example, the proper form for travel reimbursement is an Accounting Office Travel Report Form. Awardees should contact the Accounting Office for travel form-related questions. The Office of Research & Grants Administration will approve completed forms and forward them to those offices for payment.

20. A final report is required of all grant recipients. Awardees must submit that final report with their invoices to secure payment. Final reports should be short (no more than one page) and describe each completed activity. This brief report should be written as a public document and will be archived in the Office of Research & Grants Administration.

21. Normally, grants will not be awarded in a grant cycle to individuals who have not filed invoices and a final report with the Office of Research & Grants Administration for proposed activities that were funded in previous grant cycles.

22. Any funds not expended within the grant period will revert back to the Faculty Development Fund.

REV 02/09