I. GOALS AND OBJECTIVES

The purpose of the Faculty Development Fund is to support faculty development and professional activities, focusing on acquiring and developing knowledge, skills, and abilities that will enhance faculty performance in teaching, scholarly work, advising, and service activities. Ideally this fund is an investment in the individual faculty member or group of faculty with additional benefit accruing to the college and its students. The specific objectives of the Fund are to:

1. allow faculty members to enhance their contributions to the college as teachers, scholars, and advisers;
2. allow faculty to acquire and to develop skills for instruction and pedagogy;
3. allow faculty to stay current or to advance their proficiency in areas of competency or related disciplines;
4. support faculty in professional programs to provide professional services which will enhance teaching and learning in the classroom;
5. encourage and support faculty creativity in professional activities;
6. provide retraining for faculty to address new areas of instruction.

II. APPROPRIATE USES

Money from the Faculty Development Fund is intended to supplement, but not supplant, funds from other sources that are part of the regular College Budget and from grants. The following examples are presented as appropriate uses of the fund in accordance with the above objectives. (These examples are not meant to be all-inclusive; examples of past activities funded through the Faculty Development Fund are on file in the Office of Research and Grants Administration.)

1. Professional travel
2. Research for classroom instruction and/or scholarship
3. Conferences, conventions, institutes, meetings
4. Course development
5. In-service training
6. Faculty retraining
7. Interpersonal relations training and development
8. Education and training for working with special-needs students
9. Special training for ethnic and diversity issues
10. Upgrading or updating software and hardware
11. Learning and developing new techniques of instruction
12. Teleconferences
13. Specific skills and competencies for librarians and other special faculty areas
14. Travel for professional consultation at other institutions
15. Purchase of special books, software, and materials
16. To enhance or build on opportunities as a result of other grant activity, sabbaticals, or study leave
17. Education and training for inclusion of critical thinking in class instruction

III. GUIDELINES

1. Faculty as defined in Section 1.12 of the 2007-2010 Agreement are eligible to receive Faculty Development Funds.
2. $70,985 will be available for the term July 1, 2009 – June 30, 2010.
3. Proposals must meet the goals of the Faculty Development Fund grant program – to support broadly and fairly faculty development interests and needs. In August 2008 individual awards were in the range of $150 - $1,500. Higher amounts were granted to groups of faculty requesting funds.
4. Applications will be submitted electronically to the Office of Research and Grants Administration (ORGA@ric.edu). Where electronic submission is not possible, five paper copies, printed double-sided, must be received in the Office of Research and Grants Administration on the submission date. The Office of Research and Grants Administration is available to assist applicants in the submission of proposals.
5. Applications received will be forwarded to a committee made up of five members, three from the faculty and two from the Administration. The committee will review the applications and make a recommendation to the President, who will make the final decision.
6. Applications will describe in detail how the proposal meets or has met one or more of the above stated purposes and objectives of the Faculty Development Fund.
7. All proposed activities must be completed within the grant cycle. Applications will include a budget for the proposal. The budget should clearly indicate other sources of funding (such as sabbatical proposals, NEH fellowships, Fulbright awards, or faculty research funds), if any, that are being requested to meet the goals of the proposal. This information will be used to support the proposal. More details on the proposal format are listed below.
8. A final report is required of all grant recipients. Awardees must submit that final report with their invoices to secure payment. Invoices and a final report should be submitted within 30 days of completion of the final activity specified in each approved proposal. Final reports should be brief (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 and Grants Administration.

IV. MAIN AREAS OF THE PROPOSAL

Please include the following in your proposal:

1. Description of Proposal: Proposals should use the cover sheet provided with these Guidelines, followed by an executive summary page that separately identifies the grant period (specific dates within which funds will be spent) and 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, the objectives of the proposed activity, and the probable outcomes.

2. **Rationale:** Explain how implementation of this proposal will achieve/address one or more of the objectives of the Faculty Development Fund. Also, clearly specify the area(s) of knowledge, skill(s) and ability/abilities, etc., that will be enhanced by implementation of the proposal.

3. **Budget:** Address/itemize as many of the following categories of expenses as apply to the proposal: travel, operating, capital, personnel. Please include any other sources that have been requested or received to meet the goals of the proposal. Add a brief explanatory note to explain any unusual budget line items. Otherwise a budget narrative is not required.

4. **Curriculum Vitae:** The proposal should include an abbreviated vita (i.e., no more than ten pages) for each applicant to highlight the applicant’s career details most relevant to the proposal.

V. **RULES AND PROCEDURES FOR APPLICANTS**

1. **Deadlines/target dates:** Faculty Development Fund Grants will cover projects conducted from July 1, 2009 to June 30, 2010. Please include the beginning and ending dates for each proposed activity in your proposal.
   a. Proposal due in Office of Research and Grants Administration before 4 p.m. on FRIDAY, MAY 1, 2009
   b. Committee recommendation to the President not later than WEDNESDAY, MAY 20, 2009
   c. President’s decision on or before JUNE 1, 2009

2. **Eligibility:** Faculty as defined in Section 1.12 of the 2007-2010 Agreement are eligible to receive Faculty Development Funds.

3. **Multiple applicants and multiple proposals:** Separate proposals must be submitted for separate activities and by each person seeking funding, 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. Multiple proposals can be submitted by individuals or groups. These will be reviewed and evaluated in the priority order submitted or identified by the applicant.

4. **Committee recommendations** are dependent on the request, the quality of the proposal, the amount of money available for distribution, and the number of applicants.

5. **Budgetary guidelines and restrictions:** Because Faculty Development funds are state monies, expenditures for travel, purchases of equipment, and other resources are subject to state regulations. Awardees must submit original invoices to the Office of Research and 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 proper form for purchase reimbursement is a Check Request Form. The Office of Research and Grants Administration will approve completed forms and forward them to those offices for payment. In preparing budgets for proposals, developers may wish to consult the “Postaward Policies and Procedures Guidelines” page of the College’s Office of Research and Grants Administration web site (www.ric.edu/grants).
6. **Released time:** No funds will be given to reimburse released time.

7. **Additional information:** The Committee may, at its discretion, interview applicants before reaching its final recommendation.

8. **Reporting Responsibilities of Recipients:** Faculty who receive grants from the Faculty Development Fund will be required to file a brief report describing what was accomplished with the grant funds along with the invoices for reimbursement. 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 and Grants Administration that will administer each grant. The Office of Research and Grants Administration should be notified immediately should it not be possible to complete approved grant activities within the grant period identified in the proposal. 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.

9. **Additional Assistance:** These guidelines are intended to help applicants to complete successful proposals and to answer questions as they arise in the grant development, submission and completion phases. Other information and assistance is available through the Office of Research and Grants Administration.

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