



## OFFICE OF GRANTS AND FUNDED RESEARCH 2023-2024 Part-Time Faculty Development Grant

### OVERVIEW

**Central Connecticut State University Internal Funding:** CCSU encourages faculty to engage in research and other scholarly activities beyond their teaching and administrative responsibilities. The Office of Grants and Funded Research (GFR) was established to support CCSU faculty members in their pursuit of internal and external funding for such activities.

**Faculty Development (FD) Grants:** GRF administers funds set aside for these purposes according to Article 9.6 of the CSU-AAUP Collective Bargaining Agreement. Article 9.6 refers to moneys allocated for annual faculty development activities. Such activities “*shall be construed broadly to mean activities...that enhance members’ ability to be productive and innovative professionals.*” The Article further stipulates that such funds shall be expended *at the discretion of the President or designee following an advisory system established by the Chief Academic Officer.* This broad construction should include the possibility of individual and group projects that address areas of professional development to include teaching, scholarship, and creative activity. **Research projects are not accepted in this competition.**

**Grant Administration:** At CCSU, part-time faculty development funding decisions are achieved through bi-annual grant competitions. These competitive funding opportunities are administered each semester by GFR in consultation with the Associate Vice President of Academic Affairs. GFR strives to make every aspect of the grant administration process fair and judicious.

### GRANT GUIDELINES

**Funding Allocation:** Awards granted as a result of this competition will be funded by the 2023-2024 AAUP contract allocation.

**Eligibility:** The Part-Time Faculty Development Grant Competition is open to employees of CCSU who are employed for at least six (6) days in a semester and who earn six (6) or fewer load credits or who teach no more than two (2) courses for a total of eight (8) or fewer load credits and whose function consists primarily of (but shall not be limited to) teaching, research or other scholarly activity.

**Categories of Applicants:** Proposals are accepted from individual part-time faculty members, a part-time faculty member on behalf of a group of faculty members working within a department or an interdepartmental program, or a part-time faculty member on behalf of a group of faculty organized to address issues of broad departmental, school or university impact.

Individual activities may include, but are not limited to, conference travel to present the results of research, or training activities to acquire a new skill that will enhance the faculty members’ teaching or research.

Group activities may include, for example, symposia or other workshop/training activities that would benefit multiple faculty members at once, either at the department level or in a broader campus-wide setting.

**Submission Deadline:** GFR administers a fall and spring competition. To be considered for the fall competition, proposals must be electronically stamped by **4:00 p.m. on Wednesday, October 4, 2023**. Submissions must be emailed from your CCSU email address as a single PDF document to [grants@ccsu.edu](mailto:grants@ccsu.edu). Submissions containing multiple attachments will not be accepted.

**Please Note:** Faculty members are limited to one award per academic year. All eligible members may apply to the first round of funding; for the second round, only eligible members who did not receive funding during the first round may apply.

**Grant Period:** Funded activity and related budget expenditures must be completed by August 31, 2024, after which unused funds will revert to a campus account. A final report describing major activities and outcomes is due to GRF no later than September 30, 2024.

**Award Limits:** There are no award limits; however, funding requests should be limited to essential expenditures for the accomplishment of the proposed outcome. Please note that funding for these activities is limited and that, as a general matter, it has not historically been the practice of the Committee to recommend funding for individual projects above \$2,000. This is not to say that there is a cap on individual funding, but rather that applicants should be aware of the limited availability of funding for this competition.

**Allowable Expenses:** Funding may be requested for the following expenditure categories:

- **Educational and technical resources** – hardware, software or office supplies required for the proposed activity may be requested if their acquisition is not possible through the academic department or through other university resources. Materials purchased with grant funds become the property of CCSU.
- **NOTE:** The purchase of books is discouraged unless they are absolutely essential for achieving the goals of the project, and if they cannot otherwise be obtained through the CCSU library or inter-library loan. A strong justification is required for book purchases. If you choose to purchase books, please work with the Library staff to see if they can be obtained for you. As books purchased with a grant become the property of CCSU, you are expected to transfer the books to the library when you are finished with them. If you wish to have the books become part of your personal property, we encourage you to take a stipend (if allowed), and then purchase the books independently.
- **Support Services** – external content and process experts, such as consultants, speakers or other contractors, may be hired to share professional expertise with a CCSU faculty audience.
- **Travel Funds**
  - Support for attendance at conferences or workshops (i.e. and e.g. to learn a new skill or to acquire a particular certification) may be requested.
  - Priority will be given to applicants whose participation in the event is beyond that of an attendee, such as presenting a paper or moderating a breakout session.
  - Please be aware that the Committee does not typically fund more than one discrete activity in a single proposal (i.e. and e.g. one conference or workshop per submission).
  - Please note that Article 9.5.1 of the CSU-AAUP Collective Bargaining Agreement also provides funding for travel up to \$750 annually for each part-time faculty member.
  - When requesting travel funds in this proposal, the applicant should explain what other resources have been or will be pursued to partially fund the project (indicate if you have applied for and/or exhausted the travel fund allowance stipulated in Article 9.5.1
  - Funding may be requested for anticipated expenditures on food, lodging, and incidentals. Funding shall be permitted for costs incurred up to the maximum per

diem rates published by the US General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Applicants are required to pro-rate these budget items to account for partial days of travel as well as any meals included in conference costs. Please screenshot air itineraries from [www.Kayak.com](http://www.Kayak.com)

- **NOTE:** Please be aware of the Travel Office Policies and Procedures. You should not incur any expenses prior to the Travel Authorization (TA) being approved by the Travel Office. Please keep this in mind prior to registering for a conference, booking travel, etc. You are encouraged to file a “No Cost to State TA”, upon submitting this proposal so that your expected expenses are pre-approved. Please work with the Travel Office if you have questions or need help. The Travel Office will approve your upcoming TA and can advise on booking the travel upon the awarding of the grant. Any expenses incurred before the awarding of the grant MAY be at the applicant’s own expense, with the possibility of no reimbursement. This is of special importance for anyone who needs to travel or attend a conference (either in person or virtually) shortly after the awarding of the grant.

- **Other developmental activities may be funded, including, but not limited to, the following:**

- innovative proposals such as honoraria for guest artists, performers or speakers;
- hotel accommodations for guest speakers or performers;
- funds to curate exhibits on campus;
- hiring others (including students) to engage in a musical or theater performance, or a film or other media production;
- other creative development activities

**Prohibited Expenses:**

- Stipends
- Equipment
- Professional association membership and submission fees
- Printing
- Administrative costs

<b>SUBMISSION GUIDELINES</b>
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**File format and content:** Submit proposals from a CCSU email address to [grants@ccsu.edu](mailto:grants@ccsu.edu) as a **single Adobe Portable Document Format (PDF) file** inclusive of:

- Proposal Cover Sheet (attached)
- Narrative
- Budget (attached)
- Supporting documentation, if required
- Submissions that include multiple attachments may not be reviewed.
- Failure to follow these written guidelines will result in a deduction of points in scoring.

**Proposal Narrative:** Address the content areas listed below in no more than five pages, double-spaced. Write your proposal so that members from outside your discipline are able to review it to make funding decisions.

- **Descriptive Title:** Brief project name as you would wish it to appear in award announcements and reports published by GFR.
- **Description of Activity:** Clearly define the activity you are proposing and provide a well-reasoned description of how this activity will assist in your professional growth within the context of your overall career goals.
- **Significance:** Articulate how the proposed activity will advance your work with regard to your field of scholarly activity, department and/or teaching objectives and why this particular activity is unique or critical to your work.
- **Outcomes:** Specify the anticipated impact of the activities on your professional development or that of your colleagues in the case of a proposed group activity.
- **NOTE:** If your proposed activity is intended to have a department-wide impact or beyond, please indicate that this activity has departmental or other support for the implementation of the project or its possible outcomes.
- **NOTE:** If you are proposing a group activity, please be sure to name all primary faculty participants. Explain the role of each to the activity.

**Budget:** Budgets should offer a realistic estimate of the funding required to support the activity. Please use the attached Budget Template. Include the information listed below.

- Itemize the specific expenses.
- Provide a clear and detailed justification for the items requested.
- Include documentation of items' costs. Failure to include supporting budget documentation may lead to reductions in the amount awarded to fundable proposals.
- Include additional funding sources – funds that will or may be applied to cover the cost of the activity. Comment on the use of your AAUP travel fund allowance.

## **FUNDING DECISIONS**

**Decision Guidelines:** This competition is traditionally well-subscribed, requiring the Committee to balance large requests of a large number of meritorious proposals against a relatively smaller amount of available funds. The number of proposals funded and the amounts awarded depend on the total funds available for distribution for the year and the quality of competing submissions. Reviewers reserve the right to consider the question of “value” when assessing budget requests and multiple impacts to the CCSU community may be one way of making that determination.

**Scoring:** Proposals are scored according to their compliance with the submission guidelines. The scoring rubric is attached for guidance. In addition, the Committee may review the outcomes and expenditures of applicants' previously funded grant activities when allocating awards.

**Notification of Funding:** Funding decisions will be announced by GFR upon ratification by the AVP of Academic Affairs. Additionally, awardees will be notified via email when account funds become available.

For additional information, please contact Brenda Lopez, Assistant Director, Office of Grants & Funded Research at [grants@ccsu.edu](mailto:grants@ccsu.edu), 860-832-2366.

Use this Checklist While Preparing Your Proposal.

Cover Sheet	
Budget Form	
Proposal includes all content areas	
Resources needed to execute the activity are itemized	
Supporting documentation is included as needed	
Additional funding sources are documented and/or attempts to secure additional funding are described	
All faculty participants are named (if group proposal)	

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2023-2024 Part-Time Faculty Development Grant**

**Internal Grant Proposal Cover Sheet**

<b>SUBMISSION DATE</b>	
<b>PRIMARY FACULTY APPLICANT</b>	
<b>EMAIL ADDRESS</b>	
<b>DEPARTMENT</b>	
<b>TITLE OF PROPOSAL</b>	
<b>Faculty Co-Applicant(s)</b>	
<b>Email Address</b>	

Individual Project	
Group Project	

Teaching-Related development	
Research/Creative-related development	

<b>AMOUNT REQUESTED:</b>	\$	
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## Internal Grant BUDGET TEMPLATE

Budget Item	Amount	Justification <small>Briefly describe proposed expenditures, their adequacy, appropriateness and importance. *</small>
<b>Total Need</b>		
<b>Less other funds sought/available</b>		**
<b>Total Request</b>		

\* **Include documentation** to further justify budget (e.g., copies of published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, equipment, materials, etc.). Justification for proposed expenditures is taken into account when determining funding level. Documentation is indispensable for funding travel.

\*\*[Explain what additional resources are being sought to support the proposed activity.](#)

**Please be sure to incorporate your completed budget and supporting documentation into the body of your proposal to create a single document. Submit the resulting document to [grants@ccsu.edu](mailto:grants@ccsu.edu).**

## PROPOSAL SCORING RUBRIC

<b>DESCRIPTION</b>	<b>(0-10 points)</b>
The applicant provides a well-reasoned description of the proposed activity and how this activity will assist in their professional growth within the context of their overall career goals.	
<b>SIGNIFICANCE</b>	<b>(0-5 points each)</b>
The execution of the proposed activity will advance the candidate's work with regard to their field of scholarly activity, department and/or teaching objectives.	
The proposed activity supports creative activity, pedagogy and/or research in unique or critical ways.	
<b>OUTCOMES</b>	<b>(0-5 points each)</b>
The anticipated outcomes are tangible, reasonable, well-defined, and clearly outlined.	
The anticipated outcomes will provide meaningful and substantive professional development for the applicant.	
<b>OVERALL QUALITY</b>	<b>(0-5 points each)</b>
The proposal is comprehensive and well-done.	
I would recommend funding this activity.	
<b>BUDGET</b>	<b>(0-3 points each)</b>
The requested resources are reasonable and relevant to the proposed outcomes.	
The cost estimates and justifications appear realistic and fiscally responsible.	
<b>TOTAL SCORE (OUT OF 46 POSSIBLE POINTS):</b>	