



## 2025-2026 Faculty Development Grant Request for Proposals (RFP) Round 1 Part-Time Faculty; Round 2 Full-Time Faculty

**Grant Period: August 26<sup>th</sup>, 2025 – June 30<sup>th</sup>, 2026**

### IMPORTANT DATES AND OVERVIEW (All Dates are Subject to Change)

Proposal Deadline	Proposal Review Period ends	Proposal Review Committee Meets	Announcement of Awards (Upon Ratification of Recommendations by Provost)	Final Reports Due
Wednesday, October 1, 2025  12:00 noon	Wednesday, October 22, 2025	Friday, October 24, 2025	Between: Friday, October 31, 2025 & Friday, November 7, 2025	Wednesday, September 30, 2026

**Central Connecticut State University Internal Funding:** Central 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 Central faculty members in their pursuit of internal and external funding for such activities.

**Faculty Development (FD) Grants:** GFR administers funds set aside for these purposes according to Article 9.6 of the CSU-AAUP Collective Bargaining Agreement. Article 9.6 refers to money 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 *“there shall be an appropriate committee at each university to advise the Chief Academic Officer concerning distribution of these funds.”*

This broad construction should include the possibility of individual and group projects that address areas of professional development to include teaching, scholarship, creative activity and service. **NOTE:** *All applicants are responsible for reading all information that is stated in this Request for Proposals and providing a responsive proposal as indicated herein.* **Research projects are not accepted in this competition.**

**Grant Administration:** At Central, faculty development funding decisions are achieved through grant competitions. These competitive funding opportunities are administered each semester by GFR with the advisory support of the University’s Internal Grant Review Committee (the Committee), which is comprised of Assistant, Associate and Full Professors from each of Central’s five schools. GFR and the Committee strive 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 2025-2026 AAUP contract allocation.

**Full-Time Faculty Eligibility:** Proposals are accepted from individual full-time faculty members, a group of full-time faculty members working within a department or an interdepartmental program, or a group of full-time faculty members organized to address issues of broad departmental, school or university impact. Faculty Development activities are allowable for eligible faculty members on Sabbatical Leave. *If you received funding in Round 1 of this competition (May 2025) you are ineligible to apply in this round.*

**Part-Time Faculty Eligibility:** The Part-Time Faculty Development Grant Competition is open to employees of Central 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. Activities funded by this grant may only take place if the Part-Time Faculty member is *currently* employed by Central, regardless of employment status when funds were awarded.

**General Eligibility** is contingent upon whether the applicant has submitted any outstanding Final Reports for previous grants.

**Grant Activities:** 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, research or service. "Service" in this case may include, but is not limited to, proposals related to such things as accreditation, assessment, mentoring and other outward-facing activities that may benefit a group of your colleagues, your department, your school, or the institution as a whole.

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.

**Grant Award Limits:** There are no award limits, but please note that funding for these activities is limited, and that the Committee is unlikely to recommend funding for individual projects above \$3,000.00.

**Allowable Expenses:** Funding may be requested for the following types of activities:

- **Courses, classes, and training activities** necessary to acquire a new skill that will enhance the faculty members' teaching, research or service as defined above. This grant may pay for more than one related and/or sequential course, class or training activity
- **Creative activities such as, but not limited to, the following:**
  - Innovative proposals that include elements 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
- **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. All materials purchased with grant funds become the property of Central and are not for your personal use.
 

**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 Central library or inter-library loan. A strong justification is required for book purchases. If you choose to purchase books, please work with Library staff to see if they can be obtained for you. As books purchased with a grant become the property of Central, 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 purchase the books independently.
- **Support Services** – External content and process experts, such as consultants, speakers, editors, or other contractors, may be hired to share professional expertise with a Central faculty audience. Contractors cannot be State Employees.
- **Travel Funds**
  - Support for attendance at conferences or workshops (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 fund travel and other expenses for more than one conference in a single proposal
  - Funding may be requested for anticipated expenditures on transportation, lodging and meals per diem. 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.*** Any expenses incurred before the awarding of a grant MAY be at the applicant's own expense, with the possibility of no reimbursement. Travel, as with any other grant activity, must take place within the prescribed grant period.

### **The Faculty Development Grant Does Not Pay For:**

- Stipends
- Equipment (iPads, laptops, and other computer-related items)
- Membership fees and subscriptions
- Student costs (e.g., conference travel to present a co-authored paper)

### **SUBMISSION GUIDELINES**

**File format and content:** Submit proposals from your Central email address to [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu) as a **single Adobe Portable Document Format (PDF) file by 12:00 noon on the due date**, inclusive of:

- Proposal Cover Sheet provided. *This form must be used*
- Proposal Narrative including page numbers
- Budget Template provided. *This form must be used.*
- Supporting documentation, if required. *Links to supporting documentation may not be included.* Please include screenshots of supporting documentation for travel costs, conference fees, education, and training costs, etc.
- Please do not include your CV unless you are specifically asked to do so

***Failure to follow these guidelines will result in a deduction of points in scoring. Submissions that include multiple attachments may not be reviewed***

**Proposal Narrative:** Address the content areas listed below in no more than five pages. Please number the pages of your narrative. Please keep in mind that the Committee is made up of faculty members from different disciplines. 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(ies) and goals of what you are proposing.
- **Significance and Outcomes:** 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. Indicate how, specifically, you will determine the degree to which your stated goals are achieved.

*If you are requesting funding for the same or similar activities as included in a previous grant, please discuss what you did with the prior funding, what the outcomes were, and what the benefit is of continuing or repeating the activities.*

- **Other Funding Sought:** Please indicate if you are seeking or have sought other grants/funding for the proposed grant activities from other sources. Please specify when funding will be or was sought and from what sources
- **Interruption of Federal Funding:** Special consideration may be given to proposals requesting funding to support activities that were interrupted due to the suspension of federal grant funding. Please discuss whether any activities included in this proposal have been negatively impacted by federal grant suspensions or delays.

**NOTE:** If you are proposing a group activity, please be sure to name all faculty participants and explain the role of each.

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

- Itemize the specific expenses. Line-item amounts should be rounded to the nearest whole dollar
- 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. *Links to supporting documentation may not be included.* Please include screenshots of supporting documentation for travel costs, conference fees, education, and training costs, etc.
- **All** grant activities must take place within the grant period, and related budget expenditures must be completed by June 30th, 2026, after which all unexpended funds will be returned to the AAUP Faculty Development Committee account, to be used in future grant competitions.

## FUNDING DECISIONS

**Decision Guidelines:** This competition is traditionally well-subscribed, requiring the Committee to balance large requests from many meritorious proposals against a 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 Central community may be one way of making that determination. Prior funding does not guarantee future funding.

**Scoring:** Proposals are scored according to their compliance with the submission guidelines. The scoring rubric used by the Committee is attached for guidance. Funding outcomes are not based solely on scores. For example, lack of significant progress in previous, similar grants may affect funding decisions. 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 Provost. Additionally, awardees will be notified via email when account funds become available.

**Final Report:** A final report describing major activities and outcomes is due to GFR no later than September 30, 2026. The form to submit final reports may be found at <https://www.ccsu.edu/gfr/internal-grants>.

*For additional information, please contact Marita Preston, Assistant Director of Grants and Funded Research at 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at 860-832-2366; OR [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu).*

**Use this Checklist While Preparing and Submitting Your Proposal**  
**Do Not Submit this Form with Your Proposal**

<b>Your Proposal Should Consist Minimally of 3 Parts:</b>	<b>Completed</b>
Required Cover Sheet	
Proposal narrative covering all required elements outlined in submission guidelines	
Required Budget Form	
Supporting Documentation/Attachments if necessary. Do not include links to supporting documentation; include screenshots of documentation requested.	
<b>Be Sure You Have:</b>	
Included Page Numbers	
Combined All Proposal Components into a Single PDF File	
Sent Proposal to <a href="mailto:ccsugrants@ccsu.edu">ccsugrants@ccsu.edu</a>	

If you cannot check the “Completed” column for any of the items listed above, your proposal will not move past the initial review stage.

## FACULTY DEVELOPMENT GRANT PROPOSAL SCORING RUBRIC

DESCRIPTION	(0-10 points)
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.	
SIGNIFICANCE and OUTCOMES	(0-5 points each)
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.	
The anticipated outcomes are tangible, reasonable, well-defined, and clearly outlined. A plan for determining if goals have been achieved has been indicated.	
The anticipated outcomes will provide meaningful and substantive professional development for the applicant.	
BUDGET	(0-3 points each)
The requested resources are reasonable and relevant to the proposed outcomes.	
The cost estimates and justifications appear realistic and fiscally responsible.	
OVERALL QUALITY	(0-5 points each)
The proposal is comprehensive and well-done.	
I would recommend funding this activity.	
<b>TOTAL POINTS AWARDED</b> (Out of 46 Possible Points)	