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SR-07-08-(18) 49 FDC

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## FACULTY DEVELOPMENT COMMITTEE RECOMMENDATION

**SR-07-08-(18) 49 FDC**

Recommends that the information sheet pertaining to the Individual Faculty INCO Foundation Grant application be revised as per the attached, with new language being indicated by **bold** font and deletions being indicated by ~~strikethrough~~.

### **RATIONALE:**

The Faculty Development Committee's recommendation addresses four major areas of confusion that faculty members have routinely faced when preparing and submitting an application for an Individual Faculty INCO Foundation Grant.

- 1) The revised document clarifies the question of faculty eligibility, using language that reflects the diversity of types of academic appointments across colleges and academic units, while also insuring that grant funding is reserved for faculty who are likely in long-term appointments.
- 2) The revised document presents a new, less ambiguous policy regarding the funding of activities related to both teaching and research. In the past, INCO applicants whose projects also involved research (e.g. presenting a paper) were required to submit a Quinlan application along with an INCO application. The Committee understands, however, that in many cases, a faculty member may have already exhausted Quinlan funding for previous conferences in the same academic year, or that a faculty member may have applied for but in the end did not receive Quinlan funding to support the research component of the activity. The Committee believes that the confusion regarding how to fund such compounded activities is addressed in this revised document a) by automatically limiting INCO funding to half the total project budget or \$500 (whichever is less) for applicants whose purpose is to conduct/disseminate research as well as to improve teaching, and b) by no longer requiring such applicants to also apply for Quinlan funding. In this way, the applicant has greater freedom to secure additional funding from a variety of sources (Quinlan or elsewhere) to cover the research component of the activity without being deemed ineligible for INCO funding.
- 3) With regard to deadlines and notifications, the Committee agrees to continue reviewing applications three times a year. At the same time, the Committee recognizes that some faculty members cannot commit to a faculty development activity without confirmation of funding. Thus the revised document adds language that clarifies that it is the faculty member's responsibility to choose the review date that best accommodates his/her planning needs. Still, all applications must be submitted prior to the start date of the proposed activity.
- 4) The Committee often finds it difficult to determine the eligibility of applicants who have or have not submitted a final report for a previous INCO award, especially since those final reports are not easily made available to the Committee (whose membership changes annually). Thus the Committee recommends linking the submission of receipts for reimbursement with the submission of the final report, insuring that no reimbursements are made for a given activity until the final report is also submitted.
- 5) The remainder of revisions to this document bring some terminological consistency to the document, enhance the organization logic by collapsing similar categories and rearranging others, and include small grammatical/stylistic adjustments (e.g. changing "Participant Summary" to "Final Report").

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: Larry Stables DATE: 2/1/2008

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: [Signature] DATE: 2/6/08

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
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FACULTY DEVELOPMENT COMMITTEE  
APPLICATION FOR INDIVIDUAL FACULTY INCO FOUNDATION GRANTS

~~GENERAL INFORMATION~~ **PURPOSE OF THE GRANT:** The Faculty Development Committee accepts applications for INCO Foundation Grants for projects that will enhance the **teaching** qualifications, expertise, and experience of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted; ~~use the link provided to access the web application.~~ **Please access the web application at <http://www.marshall.edu/senate/forms/incoapps/individualapp.html>, through the Faculty Grant Opportunities link on the Faculty Senate page, or through the Faculty Resources link on the Academic Affairs page.**

~~ELIGIBILITY OF APPLICANT:~~ All members of the Marshall University faculty on the Huntington campus and all South Charleston faculty except those in the Graduate School of Education and Professional Development are eligible for funding. Awards are limited to a maximum of \$1,000 per faculty member per academic year. Recipients are reimbursed for their expenses after the activity is completed. Special emphasis will be given to the merit of each request from applicants. However, preference will be given to meritorious applications from individuals who have not received more than \$2,000 in INCO grants in the previous five (5) years.

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher, except those in the Graduate School of Education & Professional Development, are eligible.
- All full-time MU & MCTC faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,000 per faculty member per academic year and \$2,000 per faculty member over the past five academic years. Applicants who have met these funding limits within the prescribed period of time are ineligible.

**ELIGIBLE PROJECTS:** Eligible projects include such activities as tuition for professional development **continuing education** courses, registration and travel expenses for professional meetings, workshops, courses, conferences and other similar purposes where the faculty member will increase their **his/her** knowledge relative to teaching. ~~Proposals~~ **Projects** considered ineligible for funding include those that request equipment purchases, tuition for a degree program, **and** support of activities that involve conducting research, gathering data and/or presenting data at meetings.

This program does not support activities that qualify solely for Research Committee funding such as presentations at meetings (Quinlan funding) or conducting research (Summer Research Awards). However, the committee recognizes that faculty members often attend conferences with significant application to BOTH research and instructional development. A faculty member presenting a paper or otherwise participating in a research meeting that also has a significant instructional component may apply to INCO to support the instructional component, but an application **MUST** be submitted to the Research Committee for Quinlan funding to support the research presentation. **the applicant's funding eligibility will be reduced to \$500 or half the total project budget, whichever is less.**

~~DEADLINES:~~ There are three application deadlines per year for projects occurring within a calendar year of the application—October 1, 2007; February 1, 2008; and April 1, 2008.

**APPLICATION PROCEDURE:** Complete the web application form and include a written summary, not to exceed 400 words, of the proposed project. The written summary should include: a) a description of the project; b) an itemized budget and the amount requested from the INCO funds; c) an explanation of how the project will improve the applicant's qualifications; and d) an explanation of how the proposed activity might benefit the university community. It is the responsibility of the applicant to describe how the activity relates to their professional development as an instructor. If funds are requested for travel to a meeting for dual research/instructional purposes, please include information about the conference program.

**METHOD OF REVIEW:** Applications are reviewed by members of the Faculty Development Committee with the highest endorsements given to those projects that offer the greatest development opportunities. The following criteria are used by the FDC in the selection process:

- ~~—\* Is the application complete?~~
- ~~—\* Is there a clear statement of purpose and level of participation?~~
- ~~—\* How well does the request meet the purpose of the grant program?~~
- ~~—\* Is there a clear statement of the amount being requested and how these funds are to be spent?~~
- ~~—\* How well does the request relate to furthering the individual's professional development?~~
- ~~—\* How might the proposed activity benefit the department, college and/or the university community?~~

**NOTIFICATION:** Applicants will be notified of the Committee's action within three weeks of the deadline.

**PARTICIPANT SUMMARY:** Recipients of INCO funds are required to submit to the FDC chair a brief summary of their activities within two (2) weeks following the completion of the project. Failure to file a report will jeopardize an individual's eligibility for future funding.

**REIMBURSEMENT:** Awardees must request reimbursement for approved travel expenses within 30 days of return from the funded activity. The award will be withdrawn and no reimbursements will be made after this time, though exceptions may be provided for extraordinary circumstances. Forms may be obtained from the MU Foundation office.

**APPLICATION CRITERIA:** Applications without a complete and itemized budget, both for expenditures and proposed funding sources, will be regarded as incomplete. Incomplete applications will not be eligible. Successful applicants will clarify their level of participation, offer a detailed explanation of how the project will improve teaching qualifications/methodologies, and describe how the proposed activity might benefit one's department, college, and the university community.

**DEADLINES AND NOTIFICATION:** Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per year: October 1, February 1, and April 1. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

**REIMBURSEMENT & FINAL REPORT:** Recipients are reimbursed for their expenses after the activity is completed. In order to receive full reimbursement for funded activity, awardees must submit all appropriate receipts together with a 400-word summary of his/her activities within 30 days of return from the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

**ASSISTANCE WITH THE APPLICATION:** Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.