

FACULTY DEVELOPMENT PROGRAM 2011 SUMMER GRANTS GUIDELINES

I. OVERVIEW

- A. Program Purpose:** The Morgan State University Office of Academic Affairs Faculty Development Program Summer Grants provide faculty with “seed money” to foster the advancement of new pedagogy, research, scholarship, creative works and external funding to promote and support the continued enrichment of instruction and student learning at the university.
- B. Funding:** The Faculty Development Program Summer Grants are supported by Title III funding from the U.S. Department of Education.
- C. Grant Categories:** Eligible faculty may submit proposals in one (1) of the following summer grants award categories (see page 2 for Grant Category Descriptions):
1. Curriculum and Instructional Development
 2. Applied and Basic Research
 3. External Major Funding Proposal Preparation
- D. Awards:** Eight (8) summer grants are awarded to highly competitive proposals. The maximum award amount is \$5,000. Blind reviews are conducted. The successful awardees will be required to complete a Contractual Personnel Request Form to receive grant funds (see Appendix A).
- E. Eligibility:** Primarily tenure-track faculty at the University are eligible for 1) *Curriculum and Instructional Development*, and 2) *Applied and Basic Research Grants*. Collaborations between a tenure-track faculty as lead and a tenured faculty as mentor are welcomed for the aforementioned categories. Full-time tenured faculty are most eligible for *External Major Funding Proposal Preparation Grants*. Tenure-track and tenured faculty upon receipt of funding must be employed in a full-time regular position at Morgan.
- F. Timelines:**
- * Proposal Deadline Date: **Wednesday, May 11, 2011 by 4:30 p.m.**
 - * Proposal Submission Requirements:
 1. Deliver one completed original proposal application to Dr. Antoinette Coleman, Office of Academic Affairs, Truth Hall Suite 300, and
 2. Email Word or PDF completed proposal application to antoinette.coleman@morgan.edu and christina.mullins@morgan.edu
 - * Awards Notification: **Week of May 23 - 27, 2011**
 - * Preliminary Report Due: **Friday, August 19, 2011 by 4:30 p.m.**
 - * Final Report Due: **Friday, September 30, 2011 by 4:30 p.m.**
 - * Submit All Reports To: **Dr. Antoinette Coleman, Truth Hall Suite 300 and Email Word or PDF to antoinette.coleman@morgan.edu and christina.mullins@morgan.edu**

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II. Grant Category Descriptions:

A. Curriculum and Instructional Development

1. To foster the development and implementation of curriculum and course improvements/reforms
2. To promote research that supports new pedagogical methods for advancing instruction that can result in measureable student learning outcomes

B. Applied and Basic Research

1. To support the development of strong programs of research and creative scholarships that relates to teaching and student learning among early career faculty (full-time regular tenure-track) at the university
2. To increase the development of competitive grant writing skills among early career faculty (full-time regular tenure-track) to seek external funding to support research and training

C. External Major Funding Proposal Preparation

1. To foster strong relationships between the Office of Sponsored Programs and Research (OSPR) and faculty
2. To encourage current principal investigators at the university to continually formulate external sponsored funding proposals that necessitates intense coordination of ideas and proposal drafting for submission to NSF centers, NIH programs, etc.

Funds for the aforementioned grants categories are not available for use as:

1. Source of alternative funding for conference travel and other travel not related to the project
2. Source of continuing funding to support an ongoing program
3. Source of alternative funding for programs at the stage whereby external agency support is justifiable
4. Source for matching funds required for an external proposal

III. Selection Criteria

The following criteria will be used in the evaluation of Summer Grant Proposals. This is not an inclusive list; other relevant criteria may be applied as needed.

A. Curriculum and Instructional Development, and Applied and Basic Research Grants

1. Awards are made on the basis of comprehensively written proposals that adhere to the Application for Summer Grants Proposal template designated for the category that funds are requested.
2. The proposal has a clear rationale and a set of well-defined objectives for the improvement of instruction and/or advance research.

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III. Selection Criteria (cont.)

3. The proposal specifies the new knowledge expected to be obtained
4. Emphasis is given to early career tenure-track faculty
5. Rigor and the soundness of the proposal
6. Clear evidence of a timeline denoting the project has a likelihood of completion
7. Proposal (i.e. case study, research or pedagogical study) demonstrates clear likelihood of resulting in publication
8. Proposal demonstrates growth and development for faculty awardees
9. The proposal has support from the department, and college/school
10. Overall merit of proposal for the University and Division of Academic Affairs

B. External Major Funding Proposal Preparation

1. Proposal application for funding demonstrates rigor and soundness
2. Proposal application must be responding to a Request for Proposals (RFP), Request for Applications (RFA) or an agency's request for an unsolicited proposal requiring major coordinating efforts
3. Proposal completion timeframe should be in accord with the deadline(s) of the RFA or RFA, including submission of draft to Dr. Mildred Ofosu, AVPAA, Office of Sponsored Programs and Research for review
4. Proposal application identifies two or more eligible persons to be involved as principals
5. Proposal clearly identifies how matching funds will be met, if required
6. Attention is given to applicant (principal investigator) and identified co-principal investigators with a record of sponsored funding
7. Attention is given to applicants showing evidence of attending grant writing workshop/training at Morgan or externally
8. Clear proposed itemized justifiable budget

IV. Application Guidelines

The application guidelines for each grant category are as follows. All required templates to be completed are in Appendix A.

- A. All applicants must complete the following cover sheet:

***Morgan State University
Faculty Development Program
2011 Summer Grants
Cover Sheet for Proposals for Grant Funds***

- B. The aforementioned cover sheet must be thoroughly completed with the required signatures and attached to the designated grant application for which funds are being requested. The cover sheet is the only document where an applicant should indicate his/her name.

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IV. Application Guidelines (cont.)

- C. Completed summer grant applications will be reviewed by a representative panel of faculty members.
- D. Faculty applying for the Curriculum and Instructional Development Grant, or the Applied and Basic Research Grant must thoroughly complete the following application:
***Morgan State University
Faculty Development Program
2011 Summer Grants
Application for Summer Grant Proposal for Curriculum and Instructional
Development Grant Funds and Applied and Basic Research Grant Funds***
- D. Faculty applying for the External Major Funding Proposal Preparation Grant must thoroughly complete the following application:
***Morgan State University
Faculty Development Program
2011 Summer Grants
Application for Summer Grant Proposal for External Major Funding Proposal
Preparation Grant Funds***
- E. All submissions are evaluated using a blind review. Faculty applicants are not to indicate their names on the applications for Curriculum and Instructional Development, Applied and Basic Research, and External Major Funding Proposal Preparation grant funds
- F. Allowable use of funds are as follows:
1. Summer salary (faculty awardees support)
2. Administrative Assistant support
3. Editorial cost for external major proposal submission
4. Travel to collaborating institutions
5. Limited supplies

V. Reporting Requirements

- A. Faculty receiving 2011 Summer Grants for Curriculum and Instructional Development, Applied and Basic Research, or External Major Funding Proposal Preparation are required to promptly complete Preliminary and Final Reports by the following due dates:

- 1. Preliminary Report Due: Friday, August 19, 2011**

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V. Reporting Requirements (cont.)

2. **Final Report Due: Friday, September 30, 2011**
(Section I. Overview, Sub-Section F. Timelines page 1)

B. Preliminary and final reports are to be submitted as follows:

1. Deliver one completed original report to Dr. Antoinette Coleman, Office of Academic Affairs, Truth Hall Suite 300, and
2. Email Word or PDF completed report to antoinette.coleman@morgan.edu and christina.mullins@morgan.edu
(Section I. Overview, Sub-Section F. Timelines page 1)

VI. Questions

Contact: Dr. Antoinette Coleman,
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antoinette.coleman@morgan.edu
443-885-3350

Ms. Christina Mullins
Administrative Assistant
christina.mullins@morgan.edu
443-885-3350

APPENDIX A

Cover Sheet Applications Contractual Personnel Request Form