

**FACULTY ENHANCEMENT PROGRAM
2016 SUMMER GRANTS GUIDELINES**

I. OVERVIEW

- A. Program Purpose:** The Morgan State University Office of Academic Affairs, Faculty Enhancement Program for Summer Grants provide faculty with “seed money” to foster the advancement of innovative teaching to enrich undergraduate students to produce research and creative works that lead to externally funded projects and scholarly outcomes.
- B. Funding:** Title III funding from the U.S. Department of Education supports the Faculty Enhancement Program Summer Grants.
- 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 \$6,250. 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 who have not previously received summer grant funding 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: **Friday, May 5, 2016 by 4:30 p.m.**
 - * Proposal Submission Requirements:
 1. Deliver one completed original proposal application to **Dr. Antoinette Coleman, Office of Academic Affairs, McMechen Hall Suite 635**, and
 2. Email Word or PDF completed proposal application to antoinette.coleman@morgan.edu and c.thomas@morgan.edu
 - * Awards Notification: **Week of May 23 - 27, 2016**
 - * Preliminary Report Due: **Friday, August 12, 2016 by 4:30 p.m.**
 - * Final Report Due: **Monday, September 12, 2016 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 c.thomas@morgan.edu, **C. Melissa Thomas**

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II. Grant Category Descriptions:

A. Curriculum and Instructional Development

1. To foster the development and redesign of undergraduate online and face-to-face academic programs and course
2. To promote research that supports new pedagogical methods for advancing instruction that can result in measureable undergraduate 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 undergraduate 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 instructional research and training

C. External Major Funding Proposal Preparation

1. To foster strong relationships between the Division of Research and Economic Development (DRED), 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 necessitate intense coordination of ideas and proposal drafting for submission to NSF centers, NIH programs, etc. that support undergraduate education at the university

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 in the area of undergraduate teaching and learning as outlined in the 2016 Summer Grants Reporting Guidelines.

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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 in teaching
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 that supports undergraduate education
3. Proposal completion timeframe should be in accord with the deadline(s) of the RFP or RFA, including submission of draft for review to **Dr. Mildred Ofosu, Assistant Vice President for, Sponsored Programs and Research, Division of Research and Economic Development**
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 outlined on the Appendix A sheet of this document.

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

***Morgan State University
Faculty Enhancement Program
2016 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 Enhancement Program
2016 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 Enhancement Program
2016 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 2016 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 12, 2016**

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V. Reporting Requirements (cont.)

2. Final Report Due: Monday, September 12, 2016

(Section I. Overview, Sub-Section F. Timelines page 1, and in accordance to the *Morgan State University 2016 Summer Grants Reporting Guidelines*.)

B. Preliminary and final reports are to be submitted in the format of one document 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 c.thomas@morgan.edu, C. Melissa Thomas.

(Section I. Overview, Sub-Section F. Timelines page 1, and in accordance to the *Morgan State University 2016 Summer Grants Reporting Guidelines*.)

VI. Questions

Contact: Dr. Antoinette Coleman,
Assistant Vice President for Academic Affairs
antoinette.coleman@morgan.edu
443-885-3350

Ms. C. Melissa Thomas
c.thomas@morgan.edu
443-885-3350

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APPENDIX A

Cover Sheet Applications Reporting Guidelines