Faculty Development Grant (FDG) Proposal:
Traditional Scholarship/Research (TS/R) and
Teaching Innovation, Pedagogy and Assessment (TIPA)

Deadlines (2020-21)	Funds must be used:
The third Friday of September (Sept. 18, 2020)	By June 30 of the academic year of the award
The first Friday of December (Dec. 4, 2020)	
The second Friday of February (Feb. 12, 2021)	
The second Friday of April (April 9, 2021)	Between July 1 and December 31 of the academic year following the year of the award

Purpose of the Call

Faculty seeking funding for faculty development should submit a grant proposal through the procedures outlined in this call. The college administration has reserved approximately $150,000 in faculty development funds to be disbursed during the 2020-2021 fiscal year to enhance faculty development in pedagogical innovation, research and scholarship. The Fort Lewis College Foundation contributes variable funds but has the ability to raise more for outstanding ventures.

Conditions for COVID-19

Until further notice, FLC has restricted all non-essential travel and no proposals that include a travel component will be reviewed or approved until the travel restrictions have been lifted. In previous years, travel funding requests comprised over 75% of all TIPA and TS/R applications; the administration is funding the grants accordingly, but encourages and looks forward to supporting non-travel requests during this COVID-19 time. Faculty are encouraged to continue pursuing professional development opportunities that take place virtually.

Faculty may have increased technology needs during this time as scholarship and courses transition online. Faculty are encouraged to apply for tech resources that fit the scope of faculty development grants and contribute to their individual professional development and growth. Tech resources that are more aligned with standard, baseline, and/or classroom needs should be

requested through IT's departmental supply budget. All technology awarded through faculty development grants remain the property of FLC.

Grant Review Process

The Faculty Development Grant Committee consists of the TS/R and TIPA sub-committees (descriptions below). If an activity fits both research and teaching responsibilities, applicants should choose the one sub-committee that best fits the purpose of the grant, and write the proposal toward the scope of that sub-committee.

The sub-committees will evaluate all faculty requests for faculty development funding based on the impact of your proposed activity, priority and importance to FLC and your research/teaching agenda, and alignment of the proposed budget to the expected outcomes. The committees then will forward some proposals to the FLC Foundation for consideration of additional or full funding. You may be asked to provide additional support for your proposal if it is sent to the Foundation for consideration.

Traditional Scholarship/Research (TS/R): The primary objective of the TS/R committee is to fund research and scholarship, with publication and/or public presentation the expected outcome. Historically, the TS/R committee has typically funded requests that facilitate primarily scholarly activities, research, or travel to academic conferences where the faculty member is presenting their work, though grants may be awarded for faculty attending conferences without making a presentation if the proposal has a strong rationale for why attendance at the conference supports the future presentation or publication of their research. This committee also considers proposals that support initial research that may lead to external funding in the future. This committee does not consider proposals that focus on faculty members' instructional responsibilities.

Teaching Innovation, Pedagogy and Assessment (TIPA): The primary objective of the TIPA committee is to fund proposals that focus on teaching innovation, pedagogy and/or assessment. Strong TIPA proposals are new projects that result in sustainable, long-term professional development of a faculty member with respect to teaching innovation, pedagogy, and/or assessment. This fund is not intended to be the source of continuous or on-going funding for any project or activity. Activities should relate to responsibilities in one's teaching load (assigned courses and other responsibilities that count toward your credits of teaching load). This committee does not consider proposals that focus on faculty members' scholarly or service responsibilities.

FLC Foundation: The primary objective of the Foundation support aligns with TS/R and TIPA objectives, as well as a strong interest in projects that involve undergraduate research or student involvement and the impact on the local community.

Award Limits

When travel is allowed, domestic conference travel awards are generally capped at $2,000. Funding is generally supported for three nights of hotel, two full days of per diem, and two travel days. If you are requesting more than this, your proposal should include a justification for why this extended travel is merited. Typical research equipment support should not exceed $2,500. Faculty who wish to propose funding for greater than the award limits may contact the committee co-chair one month prior to proposal submission.

Submission Timing

If you have applied to present at a conference and do not yet know whether or not your work has been accepted, you should apply for funding as soon as possible and indicate that you are awaiting notification of acceptance. If the committee approves your funding, that funding will be contingent upon acceptance. Please notify the chair of the committee if your work is *not* accepted so that those funds can be reallocated to support another faculty member.

Eligibility

Proposal requests will be considered from all Regular and Renewable faculty members; if you have questions about your eligibility, check with Cheryl Betka (x7314) in the Provost's office.

Proposal Format

In most cases, proposals should not be more than a single page; both sub-committees and the Foundation appreciate when faculty make the case for the significance of their project concisely. However, proposals for more funding warrant a more detailed rationale but should not exceed two pages. Additional information may be included in an appendix.

Each proposal should include:
1. Applicant name, title, and department.
2. A brief **abstract** of the work to be done, including the expected outcomes.
3. The date on which the activity will take place. For travel, list the travel dates; for purchases, list the date by which the materials/equipment needs to be purchased.
4. A detailed, itemized **budget** with a rationale. Proposals that demonstrate fiscal responsibility will be evaluated more strongly, and larger funding necessitates stronger rationale. For example, if you are presenting a paper or workshop at a conference but are proposing to stay at the conference for five days, a rationale should explain why this extensive amount of time is important to your teaching or scholarly work.
   a. For **travel**, the budget should list the following items:
      i. Name, location and dates of the conference;
      ii. Conference registration fee;

<ol type="i" start="3">
Travel costs: Airfare or mileage costs (the committee will fund the minimum);
Lodging costs, including number of days;
Meal costs/per diem;
Other costs, with explanations.

<ol type="a" start="2">
For applicants seeking funding for purchase of **technology, equipment or materials**, provide a clear explanation of how long the technology/equipment/materials will last, how many times they can be used, and expected source(s) of funding to secure supplies in the future. Also explain why funding for the equipment or materials are not being requested from the college Equipment budget.
For applicants seeking funding for software, please see the steps that need to be taken prior to submission for FDG/Foundation funding available on the Faculty Development Grant website.

<ol start="5">
For proposals seeking funding for any aspect of an **undergraduate research experience (URE)**, applicants should include:1) a description of how that does/does not overlap with the faculty member's research, including whether URE contributes data to faculty research projects; and 2) an explanation of any aspects of the project for which Undergraduate Student Research funding is being sought; and 3) a rationale for seeking FDG funding, including how this funding will support faculty's long-term teaching/student learning opportunities.
All proposals should include a list of all **previous Faculty Development Grant** awards in the past three years for TIPA, TS/R, and the Foundation.
Applicants should list any **other sources of funding** and estimate how much can be expected from each source.

Submission

For full consideration, applicants must follow the proposal format and submit their proposal by midnight on the deadline dates stated above. At the top of each proposal, the applicant must clearly identify their **name**, to which committee they are applying – **TS/R or TIPA** – and the **total** amount of funds requested.

- For proposals to the TS/R committee, submit the proposal and supporting material as a single PDF file, with your name included in the file name, via email to **tsr@fortlewis.edu** with the subject line "LAST NAME- TS/R Proposal"

- For proposals to the TIPA committee, submit the proposal and supporting material as a single PDF file, with your name included in the file name, via email to **tipa@fortlewis.edu** with the subject line "LAST NAME- TIPA Proposal "

Funded Projects

Once funded, the committees and the Foundation expect funds to be spent as planned; however, each group will consider minor changes on a case-by-case basis. Unapproved changes will lead to loss of funding.

Selection Criteria When Requests Exceed Funds

Under conditions of ample funding, the committee is happy to fund multiple proposals from the same person as long as the proposals fall within the scope and provide a clear rationale for the activity is provided. Higher demands for funding will increase competition for funding. The more competitive the funding, the more strictly the committee will be compelled to prioritize requests according to the following selection criteria:

- The number of proposals and total amount of funding requested during the current fiscal year may be considered as a factor during the review. Priority will be given to applicants who have not previously received funding in the same fiscal year.
- Priority will be given to tenure-track applicants prior to their application for tenure whose activity directly supports their tenure and promotion expectations.
- Priority will be given to proposals that more closely match the scope of the committee's charge.
- Priority will be given to proposals that demonstrate specific ways faculty anticipate adding new elements or substantive growth to their scholarship or pedagogy as a result of participation in the activity.

Reporting and Dissemination

All applicants who receive funding must submit a brief progress/final report by the end of the funding cycle (report due by 12/31/20 for activities July 1-Dec. 15; report due by 6/30/21 for activities Dec. 16-June 30) **regardless of whether or not the funds were used**. All funds must be spent by the end of the cycle. Failure to submit this report on time will exclude the applicant from consideration for future funding. **Final reports are submitted electronically at [FLC Faculty Development Grant Report](#).** Faculty who receive funding from the Foundation (not from TIPA or TS/R) need to write a thank-you letter to the Foundation within 30 days of the completion of the project. Please submit a physical letter addressed to the FLC Foundation to Kim Schwartz in 2304 Berndt Hall or an email to foundation@fortlewis.edu.

Additional Information

The **[Faculty Development Grants website](#)** provides additional information including the process for spending funds, and grant procedures for special requests regarding paying for labor, software and hardware requests.

Questions

Each committee and the Foundation are happy to answer any questions about the proposal process. Please direct your questions to the committee chairs. Full committee membership will be announced shortly.

Traditional Scholarship/Research (TS/R) Chair: Ruth Alminas, Political Science

Teaching Innovation, Pedagogy & Assessment (TIPA) Chair: Lorraine Taylor, SOBA

Fort Lewis College Foundation

Mark Jastorff, VP for Institutional Advancement Berndt Hall 2304, x7074
majastorff@fortlewis.edu

Kim Schwartz, Assistant to the Vice President 2304 Berndt Hall, x7080
kaschwartz@fortlewis.edu