

Annually, the Pott Foundation makes funds available to support faculty development within the College of Science and Engineering. The following guidelines govern administration of these funds.

Purpose

The Pott College of Science and Engineering encourages and supports faculty development through Pott Foundation Faculty Development Awards (PFFDA). Potential for faculty development and benefits of the project toward the College, department(s) and/or individual(s) will be essential factors in award decisions, with highest priority being given to proposals which have the broadest impact on College-wide or Department-wide faculty development.

Procedures

College Faculty Development Committee. The Pott Foundation Faculty Development Awards program will be administered by the Dean of the Pott College of Science and Engineering through a faculty committee chaired by the Associate Dean of the College and consisting of one representative of each of the College's constituent Departments. The Associate Dean will be a non-voting member of the committee unless his or her vote is needed to break a tie. The committee will be responsible for reviewing proposals submitted for funding to the PFFDA program and recommending to the College Dean which proposals should be funded. Departmental members of the PFFDA committee will be selected in a manner determined by the Department Chair. Committee members will serve a two-year term. Members of the PFFDA committee may submit grant proposals to this program; however, no committee member will be permitted to participate in evaluation, ranking, or funding decisions regarding any proposal in which he or she is a participant.

Proposals. One or more College faculty members may prepare and submit a proposal to the College Faculty Development Awards Committee. When preparing a proposal, applicants must follow the Proposal Outline.

The emphasis of a proposed project or activity must be on faculty development rather than on other laudable needs such as research continuation, faculty-student collaborations, equipment acquisition, or research presentations at professional meetings.

Examples of faculty development activities which satisfy this requirement include:

- development of capability to teach a course or courses in subject areas outside current teaching responsibilities
- initiation of a new research direction or learning a new research technique
- learning to use a new instrument for use in teaching and/or research
- acquisition of books, software, reference materials, or equipment that can be demonstrated to be essential for teaching and/or research in subject matter areas relevant to current or new teaching responsibilities

- attendance at seminars, workshops and conferences which focus on improving pedagogy, providing continuing education in subject matter areas relevant to current or new teaching responsibilities, or sharing knowledge with teachers and researchers in one's area of interest or expertise
- student assistance that is clearly essential to carry out research or service activities that broaden a faculty member's professional experience or expertise.

All proposals must clearly state the relevance of the expected outcomes of the proposed project or activity to the specified faculty development priorities for the semester. If a proposed project is clearly outside the specified areas listed above, the proposer(s) must include in the proposal a rationale that will enable the Committee to understand the importance of the proposal in the context of the general guidelines for faculty development in the College.

Collaborative Proposals. If a proposal is being submitted for a collaborative project, the proposers must clearly discuss the benefits to the faculty involved, to their department(s), to the College, and/or to their students. The project should foster collaborations within or across disciplines.

If a proposal involves collaboration with colleagues/individuals from outside the University, each collaborator is to provide a letter regarding their role. (Please see Appendix E.1.)

Deadlines and Decisions. Proposals can be submitted at any time throughout the year. The Pott Foundation Faculty Development Awards Committee will evaluate proposals and notify applicants of decisions by letter, usually within one month of the proposal submission. Proposals may be funded for the full amount or some other appropriate level. The Pott Foundation Faculty Development Awards Committee is not obligated to award all available funds.

Start-up. PFFDA recipients must submit a copy of the proposal and its final approved budget to the College Office. To establish the necessary grant account and budget categories before the start of the funding period, the recipient must work with the Associate Dean and the Accounting Office. The College Office will act as fiscal agent.

Duration and Award Limitations. Proposals must include anticipated starting and ending dates. In general, proposed projects should start before the next proposal submission deadline and be completed within one calendar year after the proposed starting date. When circumstances beyond the control of the award recipient(s) make it impossible for a project to be completed within the allotted time, an extension may be requested by submitting to the Associate Dean a progress report and an explanation of the basis for the proposed extension. If the extension is not approved, the balance of the award will be forfeited. Awards will be limited to \$2000 per individual faculty or \$5000 for projects involving multiple faculties during each fiscal year (July 1-June 30).

Final Reports. Within three months after the proposed ending date for a project, award recipients will submit a completed Final Report to the Associate Dean. In addition, copies of any products resulting from the project should be submitted with the report. If the Final Report is not submitted within three months, the recipient will not be eligible for funding during the next funding year. New proposals from a past recipient will not be considered in further funding years until a completed Final Report including information on outcomes has been submitted for all projects in which the applicant has been involved.

Publicity and Acknowledgments. The Pott Foundation Faculty Development Awards Committee may publicize awards and results of projects. Recipients will acknowledge the Pott Foundation when a funded proposal leads to presentation or publication.

Annual Review. Annually the Dean, with assistance from the Pott Foundation Faculty Development Awards Committee, will review the disbursement and products of the PFFDA and submit a report to the USI Foundation.

Other Considerations

Student Credit or Wages. Students involved in a Faculty Development Award may be paid an hourly wage if they do not receive course credit for work on the project. Wages should be no more than 150% of minimum wage.

Alternate Funding Sources. If applicants have an alternate or related funding source, it should be used and the proposal should indicate whether the proposed project is contingent upon the availability of funds from other sources. The PFFDA Committee may advise the applicant to seek alternate funding. Please visit <http://www.usi.edu/gr&res/internal.htm> and <http://www.usi.edu/ctle/grants.htm> for other funding sources.

Financial Gains. Recipients must comply with University policy regarding intellectual-property management.

Calls for Proposals. The Associate Dean will announce the funds available, and call for proposals at the beginning of the Fall and Spring semesters.

Proposal Outline

Pott Foundation Faculty Development Awards

Applicants submitting a proposal for a Faculty Development Award will follow the outline below. Proposals will consist of a title page and project summary, project description, budget page and faculty curriculum vitae.

A. Title Page and Project Summary (2 pages)

1. Complete the form ([Title Page for PFFDA and SERGA Applications](#))

2. Project Summary (200-word maximum)

B. Project Proposal (limited to 3 pages)

1. Describe your project.
2. Describe where your project will be carried out.
3. If students are involved, describe how and to what extent.
4. Discuss collaborations (each faculty member involved will append a not-to-exceed one-page description of his or her role in the project).
5. Describe the potential benefits to the College, Department, or individuals.
6. Describe plans for dissemination of results to the appropriate community.

C. Budget (1 page) Provide budget information for each item, or respond with NA (not applicable). Ordering of the items does not reflect budget priorities.

- Supplies and materials
- Travel
- Meeting registration fees
- Publication costs
- Minor equipment
- Faculty and student wages/stipends
- List sources, amounts, and dates if applicants are receiving or applying for funds from other sources.

D. Each Faculty applicant will submit his or her curriculum vitae (1 page).

E. Appendix

1. Letters from collaborators stating their role(s) in the proposal/project.
2. Previous PFFDA's (Years, Titles, Amounts and Outcomes)
3. Other pertinent information.