

## COLLEGE OF LIBERAL ARTS FACULTY DEVELOPMENT AWARDS (CLAFDA)

UPDATED NOVEMBER 2011

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### Purpose and scope of awards:

The College of Liberal Arts is committed to providing opportunities for the College faculty to enhance their professional standing and improve their teaching skills through research projects, whether intra-disciplinary or interdisciplinary in nature. The College of Liberal Arts Faculty Development Award (CLAFDA) seeks to provide the support needed for such projects that are not eligible for funding from other sources within the University. Awards will be given based on the merit and feasibility of the proposals. The project should be directly related to the applicant's scholarly research and/or creative work agenda. Priority will be given to those proposals that are focused on launching new research or creative projects.

### Eligibility:

- Faculty members must be full time, either on continuous appointment or eligible for such in the College of Liberal Arts.
- Faculty members who serve on the CLAFDA committee are **not** eligible to submit proposals during their term on the committee.
- Faculty members with previous successful applications are only eligible for funding of a new proposal if previously the awarded project's final report has been completed.
- Faculty members on sabbatical leave may apply for CLAFDA funding; however, they may not apply for an additional stipend.

### Procedures/Policies:

- One (1) hard copy of the proposal must be submitted to the office of the senior Administrative Assistant in Liberal Arts before 4:30 p.m., on October 15<sup>th</sup> during the fall and March 1<sup>st</sup> in the spring semester. In addition, applicants must email an electronic copy of their application to the senior Administrative Assistant. Applications may be for the following semester and/or summer.
- Applicants will be notified within four (4) weeks of the final submission deadline regarding the CLAFDA committee's decision. A letter of record will be sent to the applicant, the applicant's departmental chairperson and the Dean of the College of Liberal Arts.
- Recipients of awards are expected to work with the Dean of the College of Liberal Arts and the USI Accounting office to establish the necessary accounting procedures. The Dean (or a designee) of the College of Liberal Arts will be the fiscal agent for the account.
- Project extensions may be requested to the CLAFDA committee with a progress report and a rationale for the extension.
- The CLAFDA committee will make awards twice a year with a minimum of \$17,500\* available per application period. The maximum amount that can be requested for any one project is \$5000.
- Any money not awarded by the CLAFDA committee will be rolled over into the next round of applications.
- Acceptance of the award obligates the recipient to serve on the CLAFDA committee in the future.
- The awards are NOT intended to act as a substitute for departmental, College or university travel funds. (See travel notes below)

**Reporting requirements:** Faculty members who receive a CLAFDA award will be required to submit a written final report to the Chair of the CLAFDA committee and the Dean no later than one month after the completion of the project. The report should describe how the activities and/or products of the research accomplished the stated goals of the grant. The report may also include sample papers, products, digital pictures, slides, CDs, and other supportive materials. Application assistance is available from the Office of Graduate Studies and Sponsored Research.

**Travel notes:** Incidental travel that is necessary and required to acquire research data, supplies and/or equipment will be considered a normal budget expense. While the CLAFDA committee will consider awards that finance travel to

conferences when the participant is presenting the results of his/her research, priority will be given to those individuals who are presenting research and/or creative activities that were conducted during the grant period or with grant assistance. Additionally, due to costs, priority will be given to domestic USA travel over international travel.

**Application Process:** The application should be 12-point Times New Roman font and have page numbers and the applicant's name on all pages. It should contain the following sections:

- A **title page** that includes the following information: (1) date of submission; (2) the proposal title; (3) the faculty member's name, rank, and department; (4) student name(s) and department(s) if applicable; (5) the project starting and ending dates; (6) the funding amount requested; (7) the signature of the department chair [NOTE: this is not required for application nor does it affect the applicant's proposal evaluation]; and (8) A list of previous CLAFDA awards, including date(s), title(s), amount of award(s), and final report date(s).
- An **abstract** of the project (500 words maximum). Make sure that this is written to be understood by people who are NOT experts in your field.
- A **project narrative** which:
  - Indicates the **significance** of the project to your scholarly agenda. (250 words maximum) If this is a component part of a larger work, indicate the place of this project in that work.
  - Indicates how and why the project might be **of interest to others** in the social sciences, humanities, or the fine or performing arts. (250 words maximum)
  - Articulates the **intellectual merit** of your project as well as **any impact it may have outside of the academy**. (250 words maximum)
  - Gives a **timeline** of your planned work on this project, including any additional time outside of the award period or work already completed. Identify the scope and extent of work to be completed during the CLAFDA award period and its place in the overall project. This estimate should be realistic about the amount of work that can be accomplished during the award period. (500 words maximum)
  - If the proposed project has multiple authors or investigators, specifically **identify the work that will be completed** by the CLAFDA applicant(s), and the place of this component in the overall project. (100 words maximum)
  - Lists the **goals for the project** and articulates a **clear plan of action** for achieving them. Include a description of **the methodological and/or creative approach** for the project. (500 words maximum)
  - Identifies the **specific outcomes** for the project. Examples of viable outcomes include submission of an article in a peer-reviewed journal or an essay in a collection; a paper proposed to be presented at a scholarly conference; a monograph submitted; a creative work that will be submitted for publication, presentation, or showing in a peer reviewed venue. (100 words maximum).
- A brief **curriculum vitae** showing education, degrees earned, publications, presentations, and previous grants, fellowships or awards. (2 pages maximum)
- A **budget summary** (one page maximum) that includes both the expenses and outside income/project support.
  - Potential expenses include: (1) salaries, wages, and stipends (to pay someone who will assist with the project, usually a student); (2) travel costs; (3) supplies and materials; (4) equipment; (5) consultants' fees; (6) conference and/or meeting registration fees; (7) technical services (i.e., photo services, computer services, etc.); (8) publication costs or charges.
  - CLAFDA funds may not be used to pay faculty salaries.
  - Potential sources of project support include: (1) outside private funding sources; (2) outside grants; (3) in-kind support.
- A **budget justification** (one page maximum) that provides a justification for each item in your budget. Please provide adequate documentation were needed.

### Evaluation Rubric for CLAFDA applications

Criteria	Superior	Good	Fair	Poor or missing
Points	4	3	2	1
The proposal has an abstract that clearly and succinctly describes the project, its importance in the field, and its outcomes and planned dissemination.				
The proposal indicates the significance of the project to the applicant's scholarly agenda. In particular, it shows how this work undertakes a new direction or launches a new project.				
The proposal indicates how this project fits into the larger disciplinary field, or, if interdisciplinary, what fields will find this work of interest.				
The proposal articulates the intellectual merit of the proposed project and explains any potential impact outside of the academy.				
The proposal contains a timeline for completion of this discrete project. If this work is a part of a larger project, then this portion proposed to be undertaken by the applicant must be able to be completed in the award period.				
The proposal includes a clear plan of action for the proposed project. It includes a discussion of how the individual will meet his or her goals for the project. Stronger proposals may include appropriate methodological or creative approaches.				
The proposal specifically identifies the outcomes of the project and how those will be disseminated to the larger scholarly community.				
The application includes a brief curriculum vitae that indicates previous research or scholarly expertise related to the subject matter of the proposed work.				
The proposal is written with a non-specialist audience in mind; it is well organized, persuasively written, and meets the stated length restrictions and format requirements.				
The proposal includes a reasonable budget justification for each requested item. The applicant has included adequate document (i.e., travel estimates that include copies of airfares and hotel expenses, quotes for printing expenses, etc.)				
<b>Total Points</b>				

**COLLEGE OF LIBERAL ARTS FACULTY DEVELOPMENT AWARD**

Application Template

**Date of Submission:**

**Proposal Title:**

**Applicant Name:**

**Rank:**

**Department:**

**Project Start Date:**

**Project End Date:**

**Funding Amount**

**Requested:**

**Student Name(s), If**

**Applicable:**

**Student Department(s):**

**Previous CLAFDA Awards [Title, date of award, amount of award, date of final report]:**

**Department Chair's Signature:** \_\_\_\_\_

**ABSTRACT**  
[500 WORDS MAXIMUM]

## PROJECT NARRATIVE

### SIGNIFICANCE OF THE PROJECT:

[250 WORDS]

### INTEREST TO OTHERS:

[250 WORDS]

### INTELLECTUAL MERIT | BROADER IMPLICATIONS OF PROJECT:

[250 WORDS]

### TIMELINE FOR THE PROPOSED PROJECT:

[500 WORDS]

### PLEASE LIST WORK TO BE COMPLETED BY APPLICANT:

[IF MULTIPLE AUTHORS; 100 WORDS]

### GOALS | PLAN OF ACTION:

[500 WORDS]

### SPECIFIC OUTCOMES:

[100 WORDS]

### BUDGET SUMMARY:

[SEE TEMPLATE ON NEXT PAGE]

### BUDGET JUSTIFICATION:

[1 PAGE MAXIMUM]

#### EXPENSES

1. SALARIES, WAGES, AND/OR STIPENDS:
2. TRAVEL COSTS:
3. SUPPLIES AND MATERIALS:
4. EQUIPMENT:
5. CONSULTANTS' FEES:
6. CONFERENCE AND/OR MEETING REGISTRATION FEES:
7. TECHNICAL SERVICES:
8. PUBLICATION COSTS OR CHARGES:
9. MISCELLANEOUS OR OTHER EXPENSES:

#### PROJECT SUPPORT

1. OUTSIDE FUNDING SOURCES:
2. OUTSIDE GRANTS:
3. IN-KIND SUPPORT:

PLEASE ATTACH YOUR 2 PAGE SUMMARY CURRICULUM VITAE  
SHOWING EDUCATION, DEGREES EARNED, PUBLICATIONS, PRESENTATIONS,  
AND PREVIOUS GRANTS, FELLOWSHIPS OR AWARDS.

#### BUDGET SUMMARY: EXAMPLE

EXPENSES	AMOUNT
▪ SALARIES, WAGES, OR STIPENDS	

▪ STIPEND, STUDENT WORKER 1	
▪ STIPEND, STUDENT WORKER 2	
▪ TRAVEL COSTS	
▪ TRANSPORTATION	
▪ LODGING	
▪ PER DIEM	
▪ SUPPLIES AND MATERIALS	
▪ EQUIPMENT	
▪ CONSULTANTS' FEES	
▪ CONFERENCE OR REGISTRATION FEES	
▪ TECHNICAL SERVICES	
▪ PUBLICATION COSTS OR CHARGES	
<b>EXPENSES, TOTAL</b>	
<b>PROJECT SUPPORT</b>	
▪ PRIVATE FUNDING SOURCES	
▪ OUTSIDE GRANTS	
▪ IN-KIND SUPPORT	
<b>PROJECT SUPPORT, TOTAL</b>	