

**COLLEGE OF LIBERAL ARTS  
FACULTY DEVELOPMENT AWARDS**

**A. PURPOSE**

The University of Southern Indiana 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.

**B. ELIGIBILITY AND PROCEDURES**

**1) Eligibility-**

- a) Faculty members must be full time, either on continuous appointment or eligible for such in the College of Liberal Arts.
- b) Faculty members who serve on the CLAFDA committee are *not* eligible to submit proposals during their term on the committee.
- c) 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.
- d) Faculty members on sabbatical leave may apply for CLAFDA funding; however, they may not apply for an additional stipend.

**2) Procedures/Policies-**

- a) Six (6) copies 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. Applications may be for the following semester and/or summer.
- b) Applicants will be notified within three (3) 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.
- c) Recipients of awards are expected to work with the Dean of the CLA 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.
- d) Project extensions may be requested to the CLAFDA committee with a progress report and a rationale for the extension.
- e) The CLAFDA committee will make awards twice a year with a minimum of \$12,500\* available per application period. The maximum amount that can be requested for any one project is \$5000.
- f) Any money not awarded by the CLAFDA committee will be rolled over into the next round of applications.
- g) Acceptance of the award obligates the recipient to serve on the CLAFDA committee in the future.
- h) The awards are NOT intended to act as a substitute for departmental, College or university travel funds. (See travel notes below)

**3) 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, 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.

## PROPOSAL OUTLINE

### I) Title Page-

- 1) Date of submission
- 2) Proposal title
- 3) Faculty name(s), rank(s) and department(s)
- 4) Student name(s) and department(s) (if applicable)
- 5) Project starting and ending dates
- 6) Funding amount requested
- 7) Signature of department chair(s)- (if applicable) **\*This is not required for application nor does it affect the applicants proposal evaluation.**
- 8) Project summary (200 words maximum)
- 9) List of previous CLAFDA awards, including date(s), title(s), amount of award(s) and final report date(s)

### II) Project Proposal-(3 pages maximum)

- 1) Project narrative
- 2) Location(s) of project
- 3) Description of role of partner(s) and/or student(s) (if applicable)
- 4) Plans for disseminating results to the appropriate community. (USI, state, region, nation, discipline, other)

### III) Budget Summary- (1 page-include as a separate sheet)

#### Expenses-

- 1) Salaries/wages/stipends
- 2) Travel
- 3) Supplies and materials
- 4) Equipment
- 5) Consultants
- 6) Conference /meeting registration fees
- 7) Technical services (photo services, computer services, etc.)
- 8) Publication costs/charges

#### Income/project support

- 1) Outside private funding sources
- 2) Outside grants
- 3) In-kind/other

### IV) Budget justification- (1 page)

Please justify each item in your budget in the order in which you present the item. Please provide adequate documentation where needed.