

Elmhurst College

Faculty Development Committee

CALL FOR FACULTY RESEARCH GRANT PROPOSALS

2004-2005 Academic Year

The Faculty Development Committee (FDC) is pleased to offer grants to support the research efforts of full-time faculty. **Seven grants for up to \$3,500** will be awarded to high-quality research proposals that require substantial time (usually during the summer) and clearly meet the criteria outlined on the reverse side of this page. Additionally, as many as **six grants for up to \$500** will be awarded for short-term research projects meeting the criteria outlined on the reverse side of this page.

Awarded funds will become available beginning in Summer 2005. Faculty who receive one of the large research grants are not permitted to teach courses during the summer. Exceptions to this requirement must be approved by Dean Michael Bell and the faculty member's Chairperson.

The FDC feels a special responsibility to fund "start-up" activities (initial research activities for new faculty, new directions or restarts for established faculty, etc.) and therefore gives preference to such proposals. Research can be carried out and completed by one or more faculty and may involve students directly in the work. Proposals might include travel for the purpose of research, or payment to a student who provides assistance for the research. Salary support, supplies, software, or equipment for research purposes are also acceptable.

The essential requirement is that the proposal demonstrate a significant impact on the scholarship of the applicant.

Successful applicants are expected to share the outcomes of their work with the wider college community in a Campus Forum or some other appropriate venue. Presentation of the recipient's work to the Board of Trustees or to prospective students and their families may also be requested. So that the FDC may provide "worked examples" of well-written grant proposals, accepted proposals may be made available for perusal by other faculty.

The FDC welcomes preliminary contact while proposals are being developed and will be happy to answer any questions. Inquiries should be directed to Earl Swallow (earls@elmhurst.edu or ext. 3577) or any other Committee member. An **information meeting** to discuss previous successful proposals and to answer questions about the proposal process is scheduled for Thursday, February 3, 2005 from 11:30-12:30 in the President's Dining Room of the Frick Center.

Members of the 2004-2005 full-time faculty who wish to apply for one of these research grants should write a proposal in which the topics outlined on the reverse side of this page are addressed in a clear and complete fashion. The completed proposal should be submitted to the Chairperson of the Faculty Development Committee, Earl Swallow (earls@elmhurst.edu). Electronic submission by email is strongly encouraged, and these will be acknowledged by email. **Completed proposals are due no later than Monday, March 7, 2005.**

To apply, see guidelines on the reverse side.

RESEARCH GRANT PROPOSAL GUIDELINES for 2004-2005

RESEARCH GRANTS TO \$3500

I. Project Title, Summary, and Abstract: Provide a title, a **one or two sentence general description** of the project, and a project summary about ½ page in length.

II. Narrative: Describe the project in NO LESS than 1200 words. Remember that your audience will include faculty members outside your discipline so it is important to describe your project and its significance in some detail. Within the narrative, include the following four items:

1. Current Situation: Describe the current situation in the area addressed in the proposal and identify the need this project addresses. Provide a detailed context for your planned project.
2. The Project Plan: Describe, in detail, the project to be undertaken. Discuss clearly the goals of the project, the strategies to be used in achieving the goals, and the expected outcomes of the work. Make clear the ultimate benefit to the students, the applicant and/or the institution. The proposal will be strongest when the relationship to the mission of the College and/or the link to the applicant's ongoing scholarship are identified.
3. Faculty Expertise: Discuss the expertise that the applicant has to carry out the project as described.
4. Plans for Evaluation and Dissemination: The proposal must include a section on how the project will be evaluated for success. This will vary with the project, but references to the specific outcomes of the project are expected. Plans to disseminate the project outcomes or findings to the College community and to regional and/or national audiences must be included.

III. Time line: Include a detailed time line of activities that are to be carried out during the project. Include the applicant's other formal commitments, including teaching and other major projects, that will be in place during completion of the project. While it is envisioned that the work will be done during the summer and that the faculty will not be teaching at the time, cases may be successfully made for other situations.

IV. Budget: Itemize how the funds will be allocated and total them, not to exceed \$3500. Funds may be used for faculty salary, travel, educational costs, supplies, student stipends, secretarial assistance, software, etc. If other grant funds are being sought or have been accepted for this project, list them here.

V. Current and Previous grants: List the amounts and dates of your three most recent grant awards.

VI. Publications: List your publications and presentations during the past three years (whether or not they pertain to the project proposed above).

RESEARCH GRANTS TO \$500

Include items, I, II, and IV from above. In item II, the narrative, describe the project in no less than 700 words.

Please Note: This document, copies of some funded past proposals, and other items related to the work of the *Faculty Development Committee* can be found at <http://www.elmhurst.edu/~fdc> .