

Ursinus College Faculty Development Program Workshop/Training/Professional Development

Purpose:

Stipends of up to \$2000 are available for time spent between the Spring and Fall Semesters (and in some instances into the following academic year) to support research.

- A. **Workshops/Training Grant:** A few competitive grants annually for faculty to attend workshops or training to advance and enhance their pedagogy within their discipline or to develop expertise in a new sub-field within their discipline. These grants are for up to \$2000/each. They may not be combined with any other college sponsored travel grants and are not designed for faculty members to attend their professional conferences. Grants are available for the academic year or summer. A visible product would generally be a report indicating how the workshop/training impacted the applicant's teaching/research.

- B. **Supplies and Materials Grants**—these grants are for faculty members needing supplies, materials or other items to conduct their summer research or creative projects. Some examples: lab supplies, art supplies, specialized software, data sets. Include an itemized budget.

Guidelines:

Awards are made once a year. Proposals for these grants should be submitted to the Faculty Development Committee by using the Qualtrics survey. The committee will review all proposals and make recommendations to the Dean of the College.

Proposals should include:

- an indication of the type of award you are seeking (check off one box)
- title;
- anticipated visible project (paper, publication, manuscript, workshop report, art work or performance piece etc.);
- summary of the project and a brief description of the relationship of the project to the applicant's **three-year plan**. (as indicated in the application form).
- For projects of scholarly research/creative activity, the description should include:
 - a statement of the applicant's recent research/creative activity, including the relationship of that work to the proposed project;
 - a statement of the relationship of the proposed research/creative activity to the literature in the field;
 - a description of the methods and sources to be used;
 - the location of the sources, if applicable.
- Proposal should include an itemized budget or explanation of how the funds will be used.

For proposals for travel and workshops, the description should include:

- Location and dates of the travel/workshop.
- Name of the conference/workshop /travel; include sponsorship of the conference, if applicable
- How the conference /workshop/travel relates to your one/three-year plan
- Estimated costs- full budget
- Visible product to be submitted

NOTES: Proposal should include an itemized budget.

Restrictions:

Because a substantial time commitment is expected, being awarded a **Summer Grant for Research** will restrict the recipient to participating in no more than one other College funded activity (e.g., Summer Fellows maximum of 2 students, CIE training, other College grants or other programs offered through the College) for that summer period. If the travel takes place during the following academic year this restriction does not apply.

Faculty receiving summer stipends as part of their externally funded grants and who want to apply for a college funded summer grant should contact the Chair of Faculty Development prior to submitting an application to review their proposed application.

Reimbursement:

Grants distributed in a lump sum will be paid in late July. Applicable taxes will be deducted from the grant. **Grant funds used for supplies, materials or travel** will be funded through the usual College reimbursement procedures.

Reporting:

Submit your visible product by September 1 to facultydevelopment@ursinus.edu . If the visible product is in-progress, please send a descriptive report of the work completed to date and the preliminary results obtained along with an indication when the product will be completed. When submitting your final visible product, please include a brief paragraph describing the original project. This can be a copy of the project proposal paragraphs submitted with your application for funding. Note any changes made in the direction or scope of the project. If the visible product is technical such as in the sciences, please attach a paragraph that describes the project and implications in terms that a faculty member outside your discipline can understand.

Application Deadline: See “DEADLINES AND IMPORTANT DATES” memo
Visible Product Due: September 1