

# Call for Proposals

## Publication Writing Workshop Grants

### 2012-13

Submission Deadline 11/18/2011

**DATE:** 9/23/11  
**TO:** GFU Faculty  
**FROM:** Faculty Development Committee (FDC), Kristina Kays

#### **Purpose of Publication Writing Workshop Grants**

To encourage faculty to make research results available to a public forum for professional or popular consideration through in-house writing workshops.

#### **Description of Publication Writing Workshop Grants**

1. The grant is for workshops to prepare manuscripts for submission for publication. The stipend is normally a maximum of \$300 a week, and the maximum number of weeks for a workshop is two (2) weeks.
2. The grant will include a designated amount for relevant and appropriate expenses, payable on presentation of receipts.
3. The workshop will include a minimum of two participants.
4. Recipients will need to complete their projects or negotiate an acceptable resolution with the Faculty Development Committee, in order to be eligible for any subsequent grant.

#### **Selection Committee**

The Faculty Development Committee will review the proposals and select those to receive grants. If any members of the committee have submitted proposals, they will not participate in the review and selection process.

#### **Criteria for Eligibility**

1. All participants in the workshop must be returning full-time faculty members.
2. The committee will give priority to proposals not already supported by grants which include a stipend, load credit, or other leaves.
3. The committee will not support faculty projects that are already funded by a GFU Faculty Grant or Leave.
4. All workshop participants must have completed previously funded projects or negotiated an acceptable resolution with the Faculty Development Committee.
5. The purchase of equipment should be funded by other sources.
6. Preference will be given to proposals that connect individuals' workshop goals to scholarship goals in their Faculty Growth Plans.

7. Preference will be given to groups that have prepared themselves for such workshops by meeting regularly to encourage each other's scholarship or creative writing or artistic projects through the preceding year.

### **Requirements for the Proposal**

NOTE: An example of a successful proposal is on reserve in the MLRC and the Portland Center Library or available electronically on request of the committee chairs.

- *Body (3 pages recommended)*
  1. Names of principal faculty members.
  2. Title of proposal. This refers to the content and purpose of the research.
  3. Type of proposal. Designate as a "Proposal for a Publication Writing Workshop Grant."
  4. A 100-word abstract that communicates the purpose and significance of the workshop.
  5. Description of methodology.
  6. A statement from each participating faculty member indicating how their project is related to the FGP, along with an indication of the specific audience for finished products; possible journals to which each individuals work will be submitted and the acceptance rate.
  7. Description of how participants will be accountable to workshop.
- *Appendices*
  8. Estimate of projected expenses beyond stipend.
  9. Project schedule, including anticipated date of completion.
  10. Up-to-dated *curriculum vitae* for all participants, including publication writing workshop grants, research grants, or research leaves received at GFU or elsewhere.
  11. Relevant sections from current Faculty Growth Plans for all participants.
  12. Any additional supporting materials.

### **Accountability, Timeline for Reporting and Submitting Approved Expenses**

Primary faculty participants will report to the Faculty Development Committee on the success of their workshops by August 15 of the year following the award. They will provide evidence of the workshop participants' activity by providing the Faculty Development Committee with documentation of any presentation, publication, or performance resulting from the workshop. Additionally, workshop participants may be asked to share their projects with the faculty through an appropriate public venue.

Request reimbursement for workshop expenses by June 30, as possible. All reimbursement for grant expenses must be requested by October 15.

Recipients will be expected to acknowledge GFU support in all publications resulting from the grant or leave. The acknowledgement statement should read, "This project was supported in part by the George Fox University Grant GFUYYWXXXX."

### **Submission Instructions, Dates, and Deadlines**

1. Call for proposals sent out electronically by September 23, 2011.
2. All proposals should be submitted electronically. Please submit all proposals and associated files as file attachments in an email to Karlyn Fleming, ([kfleming@georgefox.edu](mailto:kfleming@georgefox.edu)) in the Academic Affairs Office. For simplicity, you are encouraged to combine all materials into one electronic file.
3. Proposals must be received in the Academic Affairs Office by November 18, 2011. No late or incomplete proposals will be considered.
4. You will receive a confirmation by email from the FDC Chairs that your proposal has been received. If you have not received your confirmation e-mail within a week, please contact the FDC Chairs.
5. Recipients will be announced in early January.

Thank you for your work to prepare a proposal and for your interest in pursuing funding from the Faculty Development Committee for your scholarship and development as a faculty member of the George Fox University community.

#### 2011-12 Faculty Development Committee:

Karen Buchanan  
Jeannine Graham  
Mark Hall  
Terry Huffman  
Kristina Kays (Interim Chair)  
Michael Magill  
Matt Meyer  
Marc Shelton  
John Schmitt (Sabbatical Fall 2011)  
Debora Sepich