

# Call for Proposals

## Faculty Research Grants and Leaves

### 2012-13

Submission Deadline 11/18/2011

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

#### **Purpose of Research Grants & Leaves**

The purpose is to encourage peer-reviewed scholarship for new faculty participation and in new research areas.

#### **Description of Research Grants and Leaves**

##### *Research Grants*

1. The research grant is for research outside the contract year. It will normally include a stipend of \$3000.
2. The research grant will include a designated amount for relevant and appropriate expenses, payable on presentation of receipts.
3. Faculty on eleven or twelve-month contracts are ineligible for research stipends. They may apply for research leaves and for relevant and appropriate expenses.
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 or leave.
5. Faculty approved for sabbaticals may submit proposals for appropriate research expenses, but awards will not include any stipend.

##### *Research Leaves*

1. The research leave is a one-semester, teaching-load reduction of up to three (3) hours (requests with appropriate rationale for six (6) hours will be considered in rare instances due to limited funding).
2. The research leave will include a designated amount for relevant and appropriate expenses, payable on presentation of receipts.
3. A faculty member with an overload contract may not receive a research leave in the same semester as the overload. Faculty on nine-month contracts who have taught an overload during the school year may apply for research grants.
4. Applicants for leaves need to include a copy of emails indicating awareness of effect of load and support from the dean of the appropriate school.
5. All other proposal criteria being equal, the amount of load release from sources other than the Faculty Development Committee will be considered in the committee's final recommendation to AAO, to ensure the maximum benefit of research leave available.

## **Selection Committee**

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

## **Criteria for Eligibility**

1. The proposal is for research appropriate to the applicant's field.
2. The applicant must be a returning full-time faculty member.
3. The committee will give priority to proposals not already supported by grants that include a stipend, load credit, or other leaves.
4. The committee will give priority to new proposals and to proposals from new faculty. Resubmission of similar or identical proposals without indicating how this proposal builds on work from previous years will not be considered.
5. The committee will give priority to scholarship that will be reviewed by peers.
6. The committee will not consider an additional proposal until the applicant has completed previously funded projects or negotiated an acceptable resolution with the Faculty Development Committee.
7. The committee will not normally consider proposals related to the completion of a graduate degree.
8. The purchase of equipment should be funded by other sources.

## **Requirements for the Proposal**

NOTE: A GFU Proposal Writing Workshop for Research Grants and Leaves is on video (approx. 40 min.) in both the MLRC and the Portland Center Library. The videos are on permanent reserve and are listed under "FDC 101, Becky Ankeny." At the MLRC this video is labeled "Video 12."

- *Body (3 pages recommended)*
  1. Name of faculty member.
  2. Title of proposal. This refers to the content and purpose of the research.
  3. Type of proposal. Designate as a "Proposal for a Grant" or as a "Proposal for Leave." If proposing a leave, designate how many hours of load requested.
  4. A 100-word abstract that communicates the purpose and significance of the research.
  5. Literature review.
  6. Description of methodology.
  7. Specific audience for finished product that includes possible journals to which it can be submitted and the acceptance rate of the journals.
- *Appendices*
  8. Estimate of projected expenses beyond stipend.
  9. Project schedule, including anticipated date of completion.
  10. For research leaves, include a statement of awareness of effect on load and support from the dean of the appropriate school (copies of emails are appropriate).
  11. Up-to-date *curriculum vitae*, including research grants or leaves received at GFU or elsewhere.
  12. Relevant section from current Faculty Growth Plan.
  13. State the number of hours of research leave (if any) you will receive in the next academic year (not including possible research leave from the FDC).
  14. Any additional supporting materials.

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

Research grant or leave recipients will report to the Faculty Development Committee on the progress of their projects toward completion by August 15 of the year following the award. They will submit evidence of completing their projects by providing the Faculty Development Committee with documentation of any presentation, publication, or performance resulting from the underwritten research. Additionally, recipients may be asked to share their projects with the faculty through an appropriate public venue.

As possible, request any reimbursement for research grant expenses by June 30. All reimbursement for grant expenses must be requested by October 15. Similarly, for fall leaves, request any reimbursement by December 1, with a final date of February 1; for spring leaves, request reimbursement by April 1, with a final date of June 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 GFUYYYYG##"- or for leaves with "George Fox University Grant GFUYYYYL##."

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

1. Call for proposals sent out electronically on 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 Karlyn or the FDC Chair that your proposal has been received. If you have not received your confirmation email within a week, please contact the FDC Chair.
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