



Faculty Development Council Funding Guidelines

The Faculty Development Council (FDC) welcomes grant proposals for projects that will enhance teaching and advising. The FDC is interested in innovative projects from individuals or groups of faculty that will strengthen current pedagogical skills, or expand the range of teaching and/or advising capabilities. This memo describes application procedures and provides some examples of potential projects. The FDC welcomes creative proposals: please contact the Chair if you are contemplating a proposal but are not sure whether or not it is within the FDC purview. We recognize that teaching and research interact in important and complicated ways. Funding for scholarly research can be sought from the Faculty Research Council (FRC). If you wish to propose a project to the FDC that has strong connections to your research, please consider consulting with the chair of the FDC (and/or the chair of the FRC), and in your application, be sure to explain the specifically pedagogical benefits of the project. There are two categories of grant: major grants, which are capped at \$5,000 and are typically awarded once per year; and discretionary grants, which are capped at \$1500 and may be applied for at any time. FDC major grants are competitive and are not expected to be awarded to faculty in consecutive years; faculty who have recently received FDC major grants will be less competitive in upcoming cycles. In a new proposal, faculty members should ensure that the justification for the activities funded by the grant is significantly different from the previously funded grant.

Examples of projects for either discretionary or major grants

Faculty have used FDC funds to attend workshops to learn new methods of laboratory instruction; to attend conferences addressing pedagogical innovations in their fields; to stay an extra day at national conferences to take advantage of a pedagogy-focused workshop; to consult archives in order to add a new unit to an existing course; to travel to conferences to present the results of their innovative use of a new teaching tools; to gain or improve pedagogically relevant language skills; and to study the design of senior-year interdisciplinary honors programs at other institutions. These examples are only illustrations of the wide variety of activities and experiences that could be funded in the service of improving the faculty's work as educators. Request for funds for advanced visits to develop course material related to Colgate's abroad programs are typically not covered under the FDC guidelines and should be directed to the Office of Off Campus Studies.

Eligibility

Those applying for major grants must usually be tenure-stream or Category I faculty, or senior lecturers. Tenure-stream and Category I faculty, senior lecturers, and visiting faculty are all eligible for discretionary grants.

Procedure for Applying for Discretionary Grants

Discretionary Grants (any grant totaling \$1500 or less) can be requested throughout the academic year by applying directly online from the FDC website. As long as no more than \$1500 is requested in a given year, faculty may make multiple applications for grants funding distinct projects. Applicants should describe—in one, or several, sentences—the purpose and proposed

outcome of the project, their schedule for completing the project, and a detailed budget. (Proposals that involve conferences should include a program or description and a statement of whether the faculty member is a presenter or discussant.) Where travel is required the standard University guidelines apply (consult <https://www.colgate.edu/about/campus-services-and-resources/travel-policy> for the most recent allowances), and where student wage expenses will be part of the grant, the guidelines used by the FRC should be followed (see <https://www.colgate.edu/about/campus-services-and-resources/find-faculty-research-grant-opportunities>)

Although proposals are acted upon as promptly as possible, applicants should submit requests well in advance in order to allow 10-14 days for the Council chair and the Controller's office to do their work. We cannot fund projects retroactively.

Deadlines for Major Grants

Each semester, the FDC will send a memo to the faculty announcing the deadline for submitting a proposal for that semester's funding round. Deadlines usually fall a week or two before the last week of classes in a relevant term, and decisions are typically announced at the start of the following term. Those considering applying are urged to consult with the chair in advance.

Procedure for Applying for Major Grants

By the relevant deadline, send an electronic copy of the proposal to the FDC chair and to the Administrative Assistant for the Associate Deans of the Faculty.

The proposal should include the following, in no more than five pages:

1. The project title, name(s) of applicant(s), and departmental/program affiliation.
2. A description of the project, including:
 - i. A statement of purpose.
 - ii. A detailed description of the way in which the project will be carried out, including specific dates and locations for project activities. Please indicate if this is a multi-year project for which you may request future funding from the Council.
 - iii. A statement describing the innovations and improvements in teaching, faculty discussion of pedagogical issues or academic advising that are expected to result from the project. Be specific as to the courses or areas within the curriculum that the project will influence.
3. A funding history: In this section, please describe your grant history of funding from Colgate sources for the past three years and other possible sources of funding for the project. You don't need to include divisional conference travel funding, but please do include all other Colgate (*e.g.* Faculty Development Council, Research Council, divisional faculty development, etc.) funding. With respect to expenses for your proposal state what Colgate funding you have already pursued or secured and what—if any—alternate sources of outside funding you have pursued/secured. FDC funds are not designed for the continued funding of course development. If you have received funding for a similar project over the past three years from the FDC, faculty members should ensure that the justification for the activities funded by the grant is significantly different from the previously funded grant. Should faculty find that funds are needed for multiple or repeated years for the same project, the FDC suggests reaching out to your Department Chair and/or Division Director.

4. An itemized budget. Allowances for *per diem* expenses and travel must conform to the University guidelines.

5. Please include conference programs or other materials as appropriate.

In general, the FDC aims to fund all worthy proposals. When funds are tight, however, and it is not possible to fund every strong proposal, preference will be given to proposals from individuals who have not received FDC funds in the three previous years.