

September 1, 2016

Dear Faculty Member:

The Office of the Provost is pleased to announce this year's **Call for Proposals** for the university's Faculty Development Grants program. The primary goals for this program continue to be: 1) foster excellence in scholarship across the full range of disciplines; 2) be a source of seed money to enhance opportunities for extramural funding; and 3) to advance the university mission. Scholarship, as applied to this grants program, includes the scholarship of discovery (research), pedagogy, creative works, artistic endeavors and application.

All full-time (tenured and tenure-track) faculty are eligible to apply. A total of \$60,000 has been allotted for this fund, therefore, the number of awards is limited, and only requests for support up to \$5,000 per project will be considered. Budgets for approved awards will be reviewed carefully with respect to the budget justification and may be adjusted by the committee. Any request which exceeds the maximum will not be considered. All former recipients must have progress reports on file with the Office of Research and Sponsored Programs to be eligible for the current round of funding. Faculty who have received funding three (3) times in a five (5) year period are ineligible to apply this year.

Applicants must submit **ten (10) copies of a double-spaced proposal to the Office of the Provost, Attention: Virginia Bruchhauser, Social Work, Room 119 by Monday, October 31st at 5:00 pm.**

All proposals must include the following:

- Faculty Development Award cover page (attached);
- Abstract (**maximum one page, single spaced**) which describes your proposal in terms that can be *read and understood by someone not in your field*, include a statement of why and how this project is important to your scholarship and career development.
- Project description (**maximum three pages, double spaced**) to include: 1) goal or hypothesis; 2) methods; 3) analysis (when applicable); 4) anticipated results and/or conclusions; 5) anticipated future directions; and 6) potential for future extramural funding
- Itemized Budget and **Budget Justification** (maximum two pages): (please use attached Budget Planning Document as your guide, Appendix A). Budgets should be reasonable and appropriate to the scope of work proposed. The budget must accurately reflect all expenses. Most importantly, **all expenses must be well justified**. For example, if employing project staff, describe personnel with corresponding appropriate documentation of costs. As in the past, budgets may include student stipends, equipment,

and other research/course development expenses, but **may not include a stipend for the P.I./faculty member** proposing the project. Requests for travel will be considered only if required for carrying out the proposed project. Travel to professional meetings and other routine activities will not be supported. A suggested budget format is included for your convenience. The budget period is February 1, 2017 through July 31, 2018. For further assistance with your budget, please call Dr. Mary Cortina at ext. 3259;

- An abbreviated CV (does not count toward the page limit but **should not exceed 3 pages**): must include recent scholarly accomplishments, and submitted and/or funded external proposals, for the last 3 years only.

Incomplete applications will not be considered, so please carefully review your own proposal prior to submission and be sure that all of the required parts are included.

Proposals will be reviewed by a committee of Adelphi faculty representing each of the schools and colleges. Evaluation will be based on:

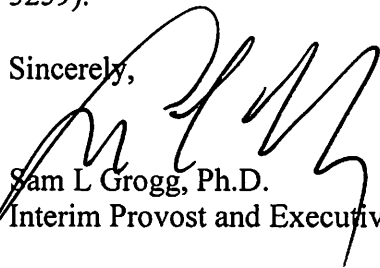
- 1) Scholarly or artistic merit of the proposed activities, including novelty and the likely impact on the field of study,
- 2) Potential for the proposed work to lead to future external funding, or to bring external, recognition to the faculty member and/or to Adelphi University. If there is potential for outside funding, state what plans are being made to tap these resources. If there is little opportunity for outside funding, please state and explain plans to disseminate the work.
- 3) Appropriateness of the budget request to the proposed plan and justification of budget items
- 4) Importance of the project for the faculty member's career development, commensurate with years of experience of the faculty member
- 5) Clarity of the written presentation.

Expected awards announcement date is late **January, 2017**.

Following completion of a funded project, all recipients of awards are required to forward a brief summary report of their work to the Office of Sponsored Programs no later than **August 31, 2018**. Failure to submit a summary report by the required deadline will negatively impact the faculty member's opportunity to be considered for further funding through this program.

Questions concerning procedures for this program should be directed to Dr. Mary Cortina (ext. 3259).

Sincerely,



Sam L. Grogg, Ph.D.
Interim Provost and Executive Vice President