Faculty Development and Research (FDR) Grant Funding Guidelines

2015-2016 Academic Year
East Stroudsburg University
Office of Sponsored Projects and Research
Suite 300 Innovation Center
562 Independence Road (Route 447 and East Brown Street)
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THE FDR COMMITTEE

The Pennsylvania State System of Higher Education (PASSHE) Board of Governors Policy (1985-06A0) mandates that each of the PASSHE schools maintain an active faculty development program to encourage continuous attention to the professional growth and development of the PASSHE faculty as teaching scholars. To accomplish this, the Provost’s Office has established the Faculty Development and Research Committee (FDR) at East Stroudsburg University. The Committee membership is broadly representative of the faculty with members selected proportionally from each of East Stroudsburg University’s four colleges and includes the Dean of the Graduate College. Membership on the committee is for a term of 3 years and at the invitation of the Provost’s Office. The committee selects a chairperson from within its membership. The committee’s recommendation is sent to the Office of the Provost for ratification and appointment. The chairperson term is for 2 years of active leadership followed by 1 year of serving as an advisor to the new chairperson as the immediate past chairperson. In addition to the chairperson and the immediate past chairperson, a chairperson-elect will be selected by the active committee. This person will assist the chairperson and will be eligible to assume the position of chair at the conclusion of the current chairperson’s term. Again, ratification and appointment are made within the Office of the Provost. The administrative team of chairperson, immediate past chairperson and chairperson-elect will also include an administrative assistant to help with form collections, filing, and various fiscal tasks.

Committee membership includes the following:
College of Arts and Sciences: 3 representatives
College of Education: 3 representatives
College of Health Sciences: 2 representatives
College of Business Management: 1 representative
Non-classroom Faculty: 1 representative
Committee Chair: non-voting member
Manager of OSPR: non-voting member (ex-officio)

The Committee meets regularly during the academic year to review requests for funding from faculty. Awarded grant decisions are based upon a consensus of the Committee members attending the meeting at which the requests are considered. The committee reviews, rates, and ranks grant proposals according to a rubric. The decisions of the committee are communicated to the applicants within two weeks of meeting.

The decisions of the committee on each application fall into one of three categories: 1.) Approved as is; 2.) Conditionally approved needing modification and 3.) Not approved. Incomplete applications will be returned to the applicants for re-submission for a later deadline (if one exists). If not, applicants will need to reapply the following year. Therefore, it is imperative that the grant author follows the published guidelines.

The FDR committee also administers and collects proposals submitted for PASSHE’s Faculty Professional Development Council (FPDC) grant program.
I. FUNDING CATEGORY DEADLINES AT A GLANCE

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<th>Funding Category</th>
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<td><strong>FDR Grants</strong></td>
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<tr>
<td>A. Mini Grant</td>
<td>October 02, 2015 – Friday (for activity July 1, 2015 through December 31, 2015)</td>
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<td>November 13, 2015 – Friday (for activity January 1, 2016 through March 31, 2016)</td>
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<td></td>
<td>March 04, 2016 – Friday (for activity April 1, 2016 through June 30, 2016)</td>
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<tr>
<td>B. Interdisciplinary Incentive Grant</td>
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<td><strong>PASSHE Grants</strong></td>
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<td>Faculty Professional Development Council (FPDC) Grants</td>
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II. VISION

The Office of the Provost wishes to support a culture of research at ESU, including one of discovery, scholarship, collaboration, and interdisciplinary research. This culture includes leveraging more grants in support of research from external funders. ESU will adopt best practices to identify, nurture and reward research, scholarship, creativity and innovation across the university in all fields and disciplines, and will support ways to disseminate that research internally in the ESU community, and externally in publications.
III. FUNDING CATEGORY DESCRIPTIONS

All applications for the following grants are now PDF forms and can be found on the OSPR website. It is recommended that you copy and paste the content from a word document into the form field. There is a maximum character count for each field. You may alternatively combine the cover sheet with your word documents and scan to create one PDF file. If you have any trouble filling out the form, please contact the OSPR. Applications MUST BE submitted as one PDF file to ospr@esu.edu. Paper applications will not be accepted.

A. Mini Grant

Description

Mini Grants may be used to increase a faculty member’s skill set, to fund a variety of smaller research projects, or to fund scholarly growth activities. They are intended to build capacity within ESU faculty to obtain grants and contracts and to incentivize research. Mini Grants are for new research projects or professional development opportunities. Recurring events or projects previously funded through FDR will not eligible for Mini Grant funding.

Proposals may include, but are not limited to:

- Attending a workshop to enhance a faculty member’s skills or to get experience in a new area that a faculty member may wish to explore for research potential. Simply attending a conference is not fundable; however, if a workshop is imbedded within the conference and the applicant can make a case for why he/she is attending, it may be considered. Workshops must have a tangible skill or output associated with it.

- Purchasing small equipment, specialized software, or laboratory supplies to complete a research project.

- Travel expressly to pursue a research agenda, to start or end a project, or to develop a skill set is allowed, but not for presenting a paper at a peer-reviewed conference or for the completion of degree requirements.

- Hiring services of an outside agent or agency to carry out work, which is not possible at ESU.

- Defraying publication costs.

Please note: the presentation of papers, posters, lectures, workshop facilitation, or chairing a session are not eligible.

Eligibility

- Only tenured & tenure-track faculty members are eligible to apply; faculty members appointed on a temporary basis are NOT eligible.
- Priority is given to untenured faculty members.
There are no restrictions for faculty who will be on sabbatical. They may implement FDR grants and also apply for FDR grants.

A faculty member may not apply for a Mini Grant until a final report for any previous FDR funding has been submitted to OSPR. If an application is received and the final report has not been submitted, the applicant will not be considered for funding.

**Funding**

Faculty members may apply for up to $1,200; faculty may put forth as many applications as they wish for different purposes, but may not exceed $1,200 total.

Due to the lower overall FDR budget and new grant areas, a maximum of ten grants will be supported in FY 15-16 in this grant line. Each deadline can support three grants. If fewer are given at any one deadline period, the funds will be used for subsequent deadlines.

**Reporting**

All Mini Grant recipients must submit a final activity report to the OSPR no later than 14 days after the end date of the project. See the OSPR website for the Final Activity Report Form and submit electronically to ospr@esu.edu.

### Mini Grant Application Deadlines 2015-2016

<table>
<thead>
<tr>
<th>Grant Activity Period</th>
<th>Complete Application Deadline</th>
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<tr>
<td>July 1, 2015 - December 31, 2015</td>
<td>1:00 pm Friday October 02, 2015</td>
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<tr>
<td>January 1, 2016 – March 31, 2016</td>
<td>1:00 pm Friday November 13, 2015</td>
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<tr>
<td>April 1, 2016 – June 30, 2016</td>
<td>1:00 pm Friday March 04, 2016</td>
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*All expenses must be encumbered by June 30, 2016.* If your workshop is held after June 30, 2016, it will need to be included in the 2016-2017 FY FDR budget and awards and will be considered in the next competition.

**Encumbrance by category:**

- Human resources: must hire student and student must perform work before end of fiscal year June 30, 2016
- Supplies/equipment: must be ordered is SAP or via procurement direct by June 30, 2016
- Travel: travel approval needs to get to Accounts Payable by June 30, 2016
- Operating Expenses: postage, telephone, copying: using university services, all related expenses must be submitted by June 30, 2016
Mini Grant Proposal Submission Guide: All applications for the following grants are now PDF forms and can be found on the OSPR website. It is recommended that you copy and paste the content from a word document into the form field. There is a maximum character count for each field. You may alternatively combine the cover sheet with your word documents and scan to create one PDF file. If you have any trouble filling out the form, please contact the OSPR. Applications MUST BE submitted as one PDF file to ospr@esu.edu. Paper applications will not be accepted.

1. **Cover page**: A fully completed application cover page with signatures from the faculty member, department chair, and dean indicating additional support apart from FDR for this activity: evidence that the applicant has at least requested support from his or her department, dean’s office and/or other appropriate sources will be confirmed by the signature of the party supplying the funds on the first page of the application.

2. **Professional learning development statement**: This statement should justify and explain to the reviewers the faculty member’s rationale for pursuing this grant opportunity; this should be a compelling statement clearly explaining the opportunity involved, and how it will enhance his/her specific skills set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students (a maximum of two pages).

3. **Substantiality of workshop or equipment**: Proof of substantiality must be included in the application in the form of a description of the workshop the faculty member wishes to attend from a catalogue (if applicable), the website url, conference catalogue; or a description of the materials, equipment, etc. the faculty member wishes to purchase with an explanation as to why the purchase is essential to carry out the research/project (a maximum of one page).

4. **Timeline**

5. **Budget**

6. **Budget Justification** (include Travel Approval Form if travel is expected)

7. **CV** (2-page maximum)

### B. Interdisciplinary Incentive Grant

**Description**

ESU wishes to incentivize interdisciplinary research by offering seed funding for pilot collaborative interdisciplinary research projects. The funding is designed to enable faculty from different disciplines to work together and obtain preliminary data needed for larger competitive interdisciplinary research grant submissions. The interdisciplinary incentive grant is intended to stimulate interactions across disciplines, departments, colleges, and programs. This call is not...
aimed at rewarding collaborative research that is already being conducted. However faculty members could expand on existing research projects and include a faculty member from other disciplines to address a new research question.

Applying for FPDC funds in relation to this program will not be considered as external funds. A Principal Investigator (PI) may have both an active FDR and FPDC major grant at the same time. A faculty member may not apply for a Major Leveraging Grant until a final report for any previous FDR funding has been submitted to OSPR.

An integral part of each proposal is to demonstrate how funding for this project will directly lead to the development of additional funding requests. Applicants must include as evidence an already identified grant possibility or a call for proposals for a larger grant. Applicants must explain how their proposed project will directly impact or correlate with the external funding opportunity.

Support in identifying and applying for external funding is offered by the OSPR, if desired.

Eligibility

- Only tenured & tenure-track faculty members are eligible to apply; faculty members appointed on a temporary basis are NOT eligible.
- Priority is given to proposals including untenured faculty members.
- Project teams must include faculty from two or more disciplines; they should ideally be from different departments.
- It is acceptable for an individual faculty member to be on more than one project submission.
- There are no restrictions for faculty who will be on sabbatical. They may implement FDR grants and also apply for FDR grants.
- A faculty member may not apply for an Interdisciplinary Incentive Grant until a final report for any previous FDR funding has been submitted to OSPR. If an application is received and the final report has not been submitted, the applicant will not be considered for funding.

Funding

Awards will be made to 4 new research projects to a maximum of $6,000 per project.

Projects are expected to be completed and funds must be spent within two years of the award. As condition of this award, external grant applications must be submitted before the end of the award period. If help is needed to identify funding opportunities, please contact the OSPR for assistance.

Reporting

One recipient from all Interdisciplinary Incentive grants must submit a mid-project progress
report (half-way through their project as determined by the start and end dates on the application). The report due date will be given upon award receipt.

The mid-project progress report must include at least one external funding agency that the PI has submitted an application to or intends to submit an application to. Please contact the OSPR immediately upon identifying the external agency so the office can begin the pre-award process and offer the support needed when applying for extramural funds.

A final activity report is also required and must be submitted no later than 14 days after the project’s end date.

See the OSPR website: [http://www.esu.edu/red/ospr/grant_opportunities/internal_grants/fdr/incentive_grants.cfm](http://www.esu.edu/red/ospr/grant_opportunities/internal_grants/fdr/incentive_grants.cfm) for the Interdisciplinary Incentive Grant Mid-Project Progress Report Form and Final Activity Report Form and submit electronically to ospr@esu.edu.

**Application Deadlines**

Applications are due by **1:00 p.m. Friday, October 02, 2015**. Late applications will not be considered.

**Interdisciplinary Incentive Grant Proposal Submission Guide:** All applications for the following grants are now PDF forms and can be found on the OSPR website. It is recommended that you copy and paste the content from a word document into the form field. There is a maximum character count for each field. You may alternatively combine the cover sheet with your word documents and scan to create one PDF file. If you have any trouble filling out the form, please contact the OSPR. Applications MUST BE submitted as one PDF file to ospr@esu.edu. Paper applications will not be accepted.

1. **Cover page:** A fully completed application cover page with signatures from the faculty member, department chair, and dean indicating additional support apart from FDR for this activity; evidence that the applicant(s) have at least requested support from their departments, dean’s office and/or other appropriate sources will be confirmed by the signature of the party supplying the funds on the first page of the application. The PI and Co-PI(s) each must secure their own department Chair’s signature as well as College Dean if different from that of the PI; team members have to be from separate departments. For multiple-person teams, each person may fill in his/her own cover page with appropriate signatures. All cover pages should be attached at the beginning of the application.

2. **Research Description:** A proposal (maximum five pages; 3,000 characters per page) must include:
   - Title, aims, and objectives
   - Description of project
• Expected outcomes
• Project team members, including the discipline and role of each team member
• Summary of plans to use research results for larger grant submissions
• Emphasis must be given to how the project will be used for larger interdisciplinary grant submissions

3. Literature Cited (one-page maximum; 3,000 characters)

4. Professional Learning Development Statement: This statement should justify and explain to the reviewers the faculty member’s rationale for pursuing this grant opportunity; this should be a compelling statement clearly explaining the opportunity involved, and how it will enhance his/her specific skills set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students (one page maximum; 3,000 characters).

5. Timeline

6. History of Funding (one-page maximum), if applicable. A description of funding should include any internal or external resources you have received from 2010-present, as well as a list of submitted proposals that have been rejected. If none, please indicate “none.”

7. List of Identified External Funding Sources

8. Budget

9. Budget Justification (include Travel Approval Form if travel is expected)

10. C.V. including all relevant professional publications (two-page maximum)

C. Major Leveraging Grant

The Major Leveraging Grant guidelines for funding now differ from the contract-mandated Faculty Professional Development Committee (FPDC) Grants administered by PASSHE in Harrisburg. Major Leveraging Grants provide the highest amount of funding dollars in the Provost-sponsored FDR program and thus applications must demonstrate considerable thought and research. The FDR Committee is eager to support faculty research, scholarship, and creative activity.

Encouraging faculty to submit external grant applications helps ESU continue to grow its research opportunities for faculty and students. The Major Leveraging Grant Program is intended to provide seed funding for new, larger research projects, or to provide resources for planning major grants. Faculty are required to leverage external money from the funding they receive from the FDR Major Leveraging Grant by submitting at least one full proposal to an external federal funding agency, national foundation, or industrial source before re-applying to this program. External is defined as outside of the PASSHE system and may include a government agency, a public or private foundation, or a corporation.
An integral part of each proposal is to demonstrate how funding for this project will directly lead to the development of additional funding requests. Applicants must include as evidence an already identified grant possibility or a call for proposals for a larger grant. Applicants must explain how their proposed project will directly impact or correlate with the external funding opportunity. Support in identifying and applying for external funding is offered by the OSPR, if desired.

Faculty receiving a Major Leveraging grant must provide evidence of their external grant application within two years of receiving the money; if they do not, they are not eligible to apply again to this category of FDR for five years. Evidence of applying for external funding includes a full proposal with receipt of proposal from the funding agency or when applicable a letter of intent, which is sometimes the first step in applying for external funds.

The funds leveraged from the external grant must be substantial enough to warrant the application, and ideally should be greater than the seed fund of $6,000. In special cases, if argued convincingly, external grants for a lesser amount may be considered. Applying for FPDC funds in relation to this program will not be considered as external funds. A Principal Investigator (PI) may have both an active FDR and FPDC major grant at the same time. A faculty member may not apply for a Major Leveraging Grant until a final report for any previous FDR funding has been submitted to OSPR.

Eligibility

- Only tenured & tenure-track faculty members are eligible to apply; faculty members appointed on a temporary basis are NOT eligible.
- Priority is given to untenured faculty members.
- More than one faculty member may apply together (co-PIs).
- There are no restrictions for faculty who will be on sabbatical. They may implement FDR grant projects and also apply for FDR grants.
  - Faculty on sabbatical leave are also eligible for PASSHE FPDC grants. This is in accordance with State Faculty Professional Development Committee (FPDC) funding guidelines (see the PASSHE Guidelines at [http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx](http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx) and [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)).
- A faculty member may not apply for a Major Leveraging Grant until a final report for any previous FDR funding has been submitted to OSPR. If an application is received and the final report has not been submitted, the applicant will not be considered for funding.

Preference will be given to faculty who are in the initial stages of building a research career, who are returning to the funding arena, who are exploring a new research focus, or who are working with an established or emerging group to create a nationally-recognized center of excellence in support of a substantive research area.
Funding

Grants will be limited to a maximum of $6,000 per grant over the two year period. FDR hopes to fund a minimum of 4 (four) grants. The FDR Committee reserves the right to amend budgets of Major Leveraging Grants.

Primary Investigators may hire graduate or undergraduate students as part of the proposal, and may be allowed one course release per academic year or a summer stipend in the amount of $4,000 (see budget instructions), but not both. The $4,000 is a uniform amount regardless of rank and tenure. The summer stipend is for faculty member(s) only and cannot be used to reimburse students.

Projects must be completed and funds must be spent within two years of the award.

External grant applications must be submitted as condition of this award before the end of the award period.

Reporting

All Major Leveraging Grant recipients must submit a mid-project progress report half-way through the project to provide the OSPR with an update on implementation and identification and securing of external funding. The report due date will be given upon award receipt.

The mid-project progress report must include at least one external funding agency that the PI has submitted an application to or intends to submit an application to. Please contact the OSPR immediately upon identifying the external agency so the office can begin the pre-award process and offer the support needed when applying for extramural funds.

Recipients must also submit a final activity report to the OSPR no later than 14 days after the end of the project.

See the OSPR website http://www.esu.edu/red/ospr/grant_opportunities/internal_grants/fdr/major_leveraging_grant.cfm for the Major Leveraging Grant Mid-Project Progress Report Form and Final Activity Report Form and submit electronically to ospr@esu.edu.

Application Deadline

Complete applications must be submitted by 1:00 pm Friday, March 04, 2016. Late applications will not be considered.

Projects must be completed and funds must be spent within two years of the award date.
**Major Leveraging Grant Proposal Submission Guide:** All applications for the following grants are now PDF forms and can be found on the OSPR website. It is recommended that you copy and paste the content from a word document into the form field. There is a maximum character count for each field. You may alternatively combine the cover sheet with your word documents and scan to create one PDF file. If you have any trouble filling out the form, please contact the OSPR. Applications MUST BE submitted as one PDF file to ospr@esu.edu. Paper applications will not be accepted.

1. **Cover page:** A fully completed application cover page including an abstract (summary of research proposal – 350-word maximum) with signatures from the faculty member, department chair, and dean indicating any additional support apart from FDR for this activity. Evidence that the PI has requested support from his or her department, the dean’s office and/or other appropriate sources is confirmed by the signature of the party supplying the funds on the first page of the application. The percentage of the PI’s research time that will be devoted to the project must also be included. If the research will entail more than the equivalent of one course, the PI may request a one course reduction.

2. **Research Description** (five-page maximum; 3,000 characters per page): The research description should not exceed five single-spaced pages and provide citations to literature as appropriate. The research description should contain at least the following four separate sections:

   I. The significance of the project relative to research in its general field, stated in language that can be understood by an educated non-expert, field-specific jargon should be avoided. This section should include the intellectual merits and broader impacts of the research. For example, has a similar question been addressed previously? How is the proposed work an improvement?

   II. The specific goals (problems, questions, hypotheses). Indicate the expected time when these goals will be achieved. If the work is expected to extend over several years, describe what will be accomplished with the funds requested for 2015-2016, given that funding is not guaranteed for subsequent years.

   III. Expected outcomes of the project.

   IV. A clear description of the work to be carried out. Describe the role of the personnel requested in the budget.

   V. Explain how this project will lead to the development of additional funding applications to federal agencies, national foundations, private funders, or industrial sources.

3. **Literature Cited** (one-page maximum; 3,000 characters)

4. **Professional learning development statement:** This statement should justify and explain to the reviewers the faculty member’s rationale for pursuing this grant opportunity; this should be a compelling statement clearly explaining the opportunity involved, and how it will
enhance his/her specific skills set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students (one page maximum; 3,000 characters).

5. Timeline

6. History of Funding (one-page maximum; 3,000 characters), if applicable. A description of funding should include any internal or external resources you have received from 2010-present, as well as a list of submitted proposals that have been rejected. If none, please indicate “none.”

7. List of Identified External Funding Sources

8. Budget

9. Budget Justification (include Travel Approval Form if travel is expected)

10. C.V. including all relevant professional publications (two-page maximum)

11.

IV. PROCEDURES

A. Submission

ALL FDR grant proposals must be submitted to the OSPR electronically by 1:00 PM on the due date, or they will not be considered. Paper applications will no longer be accepted. Applications MUST BE submitted to ospr@esu.edu.

All applications for the FDR grants are now PDF forms. It is recommended that you copy and paste the content from a word document into the form field. There is a maximum character count for each field. If you have any trouble filling out the form, please contact the OSPR.

Send the pdf application via email with a delivery receipt & read receipt requested. This will serve as the confirmation that the proposal was received.

An acceptable e-mail transmittal should conform to the following format: the PDF file containing the entire required contents of the proposal with a Travel Approval Request Form attached separately, if applicable. Verify that each area of the pdf application is complete.

If travel is expected as part of the proposed work, a signed Travel Approval Form must be included in your application.

The file should be named as follows: the grant Category followed by the first four characters of the researcher’s last name. Here are a few examples:

- Mini-ODON
- Major-KHUS
- Inter-MCDO
B. Mid-Project and Final Activity Reports

For Mini Grants, the Final Activity Report must be submitted electronically to the OSPR within 14 days of completion of the activity. Awarded funds will not be dispersed until the report has been submitted and/or until a report from previous FDR activity has been received.

For Major Leveraging and Interdisciplinary Grants, a mid-project progress report is due to update the OSPR on activities, including identification of, and intention to apply for, external grants. The mid-project progress report must include identification of at least one external funding opportunity. A final report is also due within 14 days of the project end date.

All report forms are found on the OSPR website in the respective grant category.

Send your reports to ospr@esu.edu.

Faculty should expect to present findings of awarded FDR grants at campus events.

C. Post Award Reimbursement

Travel is first and foremost governed by the ESU travel policies and procedures. The office that oversees this is the Business Office, Accounts Payable: http://www4.esu.edu/about/administration/finance_administration/business_office/accounts_payable.cfm

To receive reimbursement for any travel related to an FDR grant, you must complete a travel expense voucher, attach all original receipts and obtain signatures from your Department Chair and College Dean, as outlined in the Travel Procedures and Guidelines. Travel approval and travel expense voucher forms can be found at Accounts Payable: http://www4.esu.edu/about/administration/finance_administration/business_office/accounts_payable.cfm or OSPR http://www4.esu.edu/red/ospr/resources/forms.cfm.

No reimbursement will be made until a final activity report is received by the OSPR. Please send all final reports to the OSPR address: ospr@esu.edu.

For help with applications, submissions, reimbursements, or general questions, contact Sarah Weber, OSPR Pre-Post Grant Project Coordinator, 570-422-7908, sweber14@esu.edu.

V. SCORING CRITERIA AND DEFINITIONS

The following criteria will be applied in evaluating all FDR grant proposals:
1. **Adherence to Guidelines**, including format, completeness, and the inclusion of external funding sources (except for mini).

2. **Clarity, Completeness, and Reasonableness of the Proposal and the Budget Request**
   (specifically address the following points as completely as possible in non-technical language):
   
   - what you or others have done previously that relates to your project
   - what you hope to accomplish
   - what work will be done during the course of the project
   - who will perform the work (i.e., include names of students, consultants, presenters, etc., whenever possible, to show advance planning for the project)
   - how the work will be performed
   - where the work will be performed
   - when the work will be performed

3. **Significance and Impact of the Proposed Project and its Projected Outcomes**

   Significance and impact of the proposed project and its outcomes focuses on what others will learn or how they will benefit from the work. “Others” may be students, disciplinary colleagues locally or nationally, other faculty at one’s own university and/or other institutions, members of community groups, government agencies, healthcare organizations, public school personnel, etc.

   Proposers should answer the following: How much will others learn? How many stand to benefit from the project in one way or another? How important is the contribution to knowledge—and/or to the well-being of some target group—that the project promises? This should include relevance to ESU’s mission and goals, as outlined in the strategic plan, including impact on teaching and students.

4. **Research Methodology and/or Creative Process.**

5. **Feasibility of Realizing the Project’s Objectives Given Applicable Expertise, Financial Resources, and Proposed Timeline**

6. **Potential Professional Development Benefits to be Realized by Faculty Member(s) Involved**

   Professional development involves the acquisition of knowledge and/or development of skills related to some aspect of the faculty member’s professional responsibilities. The learning may involve increasing knowledge in one’s discipline or a related discipline or of the interrelationships among disciplines – or knowledge about how students learn, about issues facing colleagues in business or basic education or another professional field, or about national trends and issues in higher education.

   A faculty member may develop artistic skills, hone research skills, improve skills in
organizing and integrating knowledge, develop pedagogical skills, sharpen performance skills, gain experience in using administrative skills, or learn how to use technology to enhance teaching and learning. The professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member’s ongoing growth and development as a professional teacher-scholar. **Proposers should fully explain specifically how award of the grant will enhance their personal professional development.**