

New Faculty Grant Process – September 2009 Instructions for Submitting Proposals

The following pages contain detailed descriptions of the new faculty grant process. Faculty members who are considering submitting a proposal are encouraged to read them. Also, you can access the Faculty Challenge Grant Guidelines and application on the G drive in the “Faculty Challenge Grant” folder. Proposals may be submitted anytime during the academic year. However, when proposals are submitted earlier in the semester, it is more likely that funding can be approved in a timely manner.

To submit a proposal, follow these steps:

1. Review the documents mentioned above in order to familiarize yourself with the goals of the program and the process involved. The Lakeland Foundation funds projects that contribute to the following:
 - Improved teaching effectiveness, leading to increased student learning.
 - Individual professional development, providing an opportunity for faculty to enhance effectiveness.
 - Improved program quality and vitality.
 - Improved institutional effectiveness, enhancing Lakeland’s ability to meet the needs of its diverse student population.

2. Discuss your grant ideas with others ahead of time. This can help with fine tuning and avoid revisions later in the process. You can run the ideas by any member of the Excellence in Teaching committee and/or Marilyn Jones. Also, it’s a good idea to get input from your department chair and dean. Your dean will need to recommend that your proposal be approved.

3. You may submit a brief abstract by e-mail. The e-mail should be sent to Debbie Bordonaro and should include the following:
 - A. A description of the proposed project – The description can be brief but should give the reader a good idea of why the project is needed, what it is intended to accomplish, and what activities or materials will be involved. Remember that those reviewing your proposal may not be familiar with your area of expertise, so it may be necessary to briefly explain the context.

 - B. Funding request – To the extent possible, give a breakdown of the budget items and the total amount requested.

4. Forward the e-mail to your division dean and request that he or she submit a recommendation by e-mail to Debbie Bordonaro.

5. Alternatively, you may submit a full Faculty Challenge Grant application, if you prefer. The application can be found on the G drive in the “Faculty Challenge Grant” folder.

Lakeland Foundation in Partnership with the Excellence in Teaching Committee
Supplemental Process for Faculty Grants
Approved 3/10/09

Background:

For many years the Excellence in Teaching Committee and the Lakeland Foundation have worked together to review and fund faculty initiatives through the Faculty Challenge Grant Program. Grant applications are reviewed by the Excellence in Teaching (E.T.) Committee, which forwards its recommendations to the Foundation's Projects Review Committee. The Projects Review Committee then reviews the grant proposals along with the E.T. Committee's recommendations and makes decisions about funding.

The money for Faculty Challenge Grants is drawn from the Foundation's unrestricted funds. Unrestricted funds come from general contributions that donors make without designating the money for a specific project. The process has worked very well, and in this current proposal the existing Faculty Challenge Grant program would continue in its current form.

New Opportunities:

Increasingly, many of the Foundation's donors prefer to direct their donations toward a specific project rather than provide undesignated funds. Opportunities may exist to match donors' interests with specific faculty initiatives. By creating a mechanism for funding some faculty projects with designated funds, we hope to increase the number and types of grant proposals that can be funded. The process detailed on the following page would supplement and function in concert with the existing Faculty Challenge Grant Program. A few key points are:

Faculty will be able to submit e-mailed abstracts and to do so throughout the academic year. The process is designed to be user-friendly for faculty.

The Excellence in Teaching Committee will review and provide recommendations on all proposals.

Based on the criteria described on the flow chart below, proposals will become either a Faculty Challenge Grant proposal or a Direct Donor Solicitation proposal.

The Foundation Projects Review Committee will have involvement in and oversight of both programs, although it will have a greater direct role in allocating funds for the Faculty Challenge Grant program.

Excellence in Teaching Committee and Lakeland Foundation New Process for Faculty Grants

The existing Faculty Challenge Grant process will remain in place, and any faculty member can submit a Faculty Challenge Grant application. However, the following supplemental process is being proposed in order to expand opportunities for funding and generate a greater number of faculty project proposals.

Faculty member submits a brief proposal to the Excellence in Teaching (E.T.) Committee describing project and funding request. Proposals are in the form of a brief abstract, which can be submitted by e-mail. The division dean submits a separate brief recommendation by e-mail. Committee provides feedback to E.T. chair, either at a scheduled meeting or by e-mail, as proposals are submitted throughout the semester.

Proposal is reviewed by E.T. Committee, and a recommendation is forwarded to the Foundation.

E.T. chair or designated E.T. Committee member works with faculty member to address questions/issues, and revised proposal is submitted and forwarded to E.T. committee.

Foundation Director, E.T. chair, and any designated committee members consult to determine whether proposal fits best as a faculty challenge grant or direct donor solicitation based on:

- Foundation Director's knowledge of donors' areas of interest
- How well the proposal conforms to faculty challenge grant guidelines.

Faculty Challenge Grant:
Faculty member completes a full grant application. The proposal proceeds through the existing faculty challenge grant process. The process is likely expedited since the E.T. committee has already reviewed the abstract. The Foundation applies its unrestricted funds toward grants approved by the Projects Review Committee. If at any point the opportunity arises to obtain direct donor (restricted) funding for projects that have been recommended or approved, this is also acceptable.

Direct Donor Solicitation:
Foundation Director starts seeking funding directly from donors. If funding is not secured quickly, the faculty member can submit a faculty challenge grant application, and Foundation Director will also continue seeking donor funding. The Projects Review Committee receives updates and has an opportunity to discuss direct donor solicitation projects at regularly scheduled meetings.