

**The Faculty Center for Professional Development
Cal Poly Pomona University**

2008-2009 Mini-Grant Program Request for Proposals

A signed original and two copies of the application are due in the Faculty Center by 5:00 p.m. on Wednesday, December 3, 2008.

The Faculty Development Advisory Committee is pleased to announce the Faculty Mini-grant Program for 2008-2009, funded by a special allocation from President Ortiz. The purpose of the mini-grant program is to help faculty members achieve professional development goals that enhance the educational mission and core values of Cal Poly Pomona.

Amount of Awards

The purpose of the mini-grant program is to help faculty members achieve professional development goals in the equally important areas of teaching, research and creative activities, or service. In the past, awards have been less than \$1,000. Awards of up to \$2,000 may be considered. The amount of funds requested should be consistent with these funding limits. Please be aware that partial funding is likely.

Funding requests often include expenses for professional meetings and conferences. Our guideline for the total amount of funding to award for travel to meetings and conferences is 50% of the total available money. Estimated travel expenses vary greatly by request. Historically, applicants seeking funds for travel to meetings or conferences have been awarded significantly less than they requested, with the average being 40% of the requested funds.

If the mini-grant request is for a component of a much larger proposal, the committee prefers a specific application for this component. You should refer in descriptive terms to the larger proposal, but please do not submit it in detail.

How can the funds be used?

The mini-grant award is intended to encourage faculty professional development activities relating to

- **Teaching and learning** projects or professional development (may include travel for this purpose, other than travel to meetings or conferences)
- **Research and creative activities** projects or professional development (may include travel for this purpose, other than travel to meetings or conferences)
- **Professional service** projects or professional development (may include travel for this purpose, other than travel to meetings or conferences)
- **Travel** to meetings and conferences

The period covered by the mini-grant funding is July 1, 2008 through June 30, 2009. **All travel and expenditures must be fully completed by June 30, 2009. Typically, University deadlines for the submission of travel expenditures and for purchasing equipment and supplies are prior to June 15. You must comply with these deadlines. Check with your department administrative coordinator for the spring 2009 dates.**

Due to the extraordinary budget situation, international travel is NOT being approved by the university. Therefore, proposals for international travel cannot be accepted.

Faculty can use funds to defray travel expenses, pay conference or workshop fees, buy publications or software, purchase materials or equipment for classroom innovations, or pay for student assistants. Funds **may not** be used for tuition or fees related to work toward an advanced degree.

Faculty may submit only one mini-grant proposal.

Who is eligible to apply?

Tenure-track, tenured faculty and lecturers who teach at least three courses per academic year, and department chairs may apply. Faculty in the Faculty Early Retirement Program (FERP) are eligible to apply as long as the funds will be used during the term(s) in which the faculty member is teaching. Faculty members who are fully retired or serving in administrative positions are not eligible to apply.

How to apply:

Please prepare your application using the forms available at:
<http://www.csupomona.edu/~facultycenter/fundingOpps.shtml>.

Please note that applications that are not complete or do not follow directions on the application form will be evaluated last. In particular, requests for travel to meetings and conferences must be indicated as such. The application form has a space to do this.

In the section of the application requiring a description of the project, applicants should clearly address how the mini-grant request will help them achieve their professional development goals. Applicants should pay particular attention to the criteria listed below, and to the manner in which their work will be made accessible to other members of their scholarly community, both on and off campus.

- ***Proposals that focus on teaching:*** should address an aspect or aspects of teaching, including but not limited to curriculum design, teaching methods, media, materials, and improving the instructor's content expertise, that enhance the quality of student learning.
 - Describe the course or courses that will be affected
 - Describe the activity to be undertaken
 - Describe how the proposed activity is expected to enhance various aspects of student learning, providing supporting reasons and evidence.
 - Propose a method or methods to assess the success of the proposed activity in enhancing student learning.

- ***Proposals that focus on research and creative activities:*** should pay special attention to the standards for scholarly work of all kinds.
 - Describe clearly the basic purposes and methods of the work, identifying objectives that are realistic and achievable including a timeline to completion.
 - Explain how you will bring together all the resources necessary to move the project forward.

- Describe the anticipated significance of your work, for the field and for your own career. Include a brief indication of plans to continue or to extend the work if appropriate, or indicate that funds are being requested to complete a project or for a stand-alone project.
- **Proposals for travel to meetings and conferences:** should make a case that the meeting or conference will contribute directly to the enhancement of your faculty responsibilities.
 - Provide relevant details about the meeting or conference, your role in the conference, faculty colleagues or other professionals with whom you will confer, specific information on topics to be discussed or other clearly described agenda.
 - Describe how your participation will contribute directly to enhancement of your faculty responsibilities in teaching, research, or service.

Please do not submit supporting documents such as letters of endorsement.

Preparing the budget statement

Include the total cost of the proposed activity/project and indicate other possible sources of funding (if any). An itemized budget should provide names and prices of supplies, equipment, software, and publications (with estimated taxes), projected dates, locations, and a breakdown of expenses for proposed travel, and cost of student assistance. **All travel and expenditures must be fully completed by June 30, 2009. Typically, University deadlines for the submission of travel expenditures and for purchasing equipment and supplies are prior to June 15. You must comply with these deadlines. Check with your department administrative coordinator for the spring 2009 dates.**

Timeline

The signed original and two copies of your application are due in the Faculty Center by Wednesday, December 3, 2008, at 5:00 p.m. Microsoft Word and PDF versions of the application are available at the Faculty Center website: <http://www.csupomona.edu/~facultycenter/fundingOpps.shtml>.

Please mail or deliver your application forms to Lola Culotti in The Faculty Center (1-227). Please note that emailed or faxed applications will **not be accepted** as a **signed original** and **two copies** are required. Faculty will be notified of award decisions by Tuesday, December 16, 2008 via campus mail.

Responsibilities of Awardees

If a faculty member is awarded a mini-grant during the 2008-2009 program and for any reason there is a change in plans or he or she is not able to use the funds in the manner proposed, a written statement must be submitted requesting a change in proposed use of the funds or indicating why they will not be used.

At the completion of funded activities or by **July 31, 2009**, whichever is later, awardees are required to submit a brief report (this is part of the evaluation of the Mini-grant program). All reports must indicate how the results of the activity were disseminated. **If a report is not received ON TIME, the faculty member is ineligible for funding in next year's mini-grant program.** The report form will be available at the Faculty Center website in November 2009.

Please contact Lola Culotti (x2890) if you have any questions.