FACULTY DEVELOPMENT AWARD PROPOSAL FORMAT 2019 WORKSHOP

Charlisa
Daniels, Faculty
Benefits
Committee

- 1. Award types
- 2. Format
- 3. Evaluation Criteria

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THREE TYPES OF FACULTY DEVELOPMENT AWARDS

Sabbatical Leave:

- Goal: to promote professional growth and effectiveness of faculty by enabling more time to be spent on scholarly activity (research, advanced study, or artistic performance) with academic objectives
- Duration: 1 semester (full salary) or 2 semesters (65% salary)
- Summer Fellowship:
 - Goal: to support professional development activities by providing (partial) summer salary
 - Duration: 2 months during the summer
- Project Grants:
 - Goal: to provide funds to cover non-salary-related financial needs for sabbatical leaves, summer fellowships, and other academic endeavors
 - Duration: Up to one year between May 1 and the following June 30

EVERYTHING YOU NEED TO KNOW...

...is on the Benefits Committee web site (See Faculty Senate->Committees->Benefits Committee)

https://inside.nku.edu/facultysenate/com mittees/benefits.html

PROPOSAL FORMAT

- Download format document and cover page template from Benefits Committee webpage
 - https://inside.nku.edu/facultysenate/committees/benefits.html
- Proposal has three parts
 - Part I: Cover page use template from website
 - Part II: Body of the proposal see format document for details
 - Part III: Appendix see format document for details
- E-mail proposal parts as attachment(s) to Grace Hiles (hilesg1@nku.edu)

Format varies slightly among award types (see front of Format Requirements handout)

- Faculty Development Award Program
- Applicant Information
- Requested Leave Period (Sabbatical only)
- Title of Project
- Amount Requested (Project Grant only)
- Short Project Description
- Electronic Signature

Format varies slightly among award types

Content

- Faculty Development Award Program
- Applicant Information
- Requested Leave Period (Sabb)
- Title of Project
- Amount Requested (Project Grand
- Short Project Description
- Electronic Signature



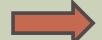
Indicate award type:

- Sabbatical Leave
- Summer Fellowship
- Project Grant

Format varies slightly among award types

Content

- Faculty Development Award
- Applicant Information _____



- Requested Leave Period (Sat
- Title of Project
- Amount Requested (Project)
- Short Project Description
- Electronic Signature

Name and contact info:

- Name
- **Department**
- Office
- Office phone
- E-mail address

and for sabbaticals only:

- Full-time appointment date
- **Dates of previous sabbaticals**

Format varies slightly among award types

Content

- Faculty Development Award Program
- Applicant Information
- Requested Leave Period (Sabbatical only)
- Title of Project
- Amount Requested (Project Grant
- Short Project Description
- Electronic Signature



Indicate either

- academic year
- or which semester

Format varies slightly among award types

- Faculty Development Award Program
- Applicant Information
- Requested Leave Period (Sabbatical only)
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- Like an abstract
- Note 200 word maximum!

Format varies slightly among award types

- Faculty Development Award Program
- Applicant Information
- Requested Leave Period (Sabbatical only)
- Title of Project
- Amount Requested (Project Grant only)
- Short Project Description
- Electronic Signature

PART II: PROPOSAL BODY

Format varies slightly among award types (see back of Format Requirements handout)

- Goals and Criteria
- Detailed Project Description (including timetable)
- Value of the Project
- Background of Applicant Relevant to this Project
- Other Support and Commitments
- Detailed Budget with justification of Budget Items (Project grant only)

PART II: PROPOSAL BODY GOALS AND CRITERIA

State the tangible goals and outcomes of this project and what you believe would be fair criteria for evaluating the success of this project by the Provost and future FBC committees.

Common pitfalls:

- 1. Not identifying evaluation criteria
- 2. Not providing tangible goals/outcome e.g. "improving my understanding of _____" is (usually) not a measurable result

PART II: PROPOSAL BODY DETAILED PROJECT DESCRIPTION

Indicate how the goals of this project will be achieved in a way that is thorough, coherent, and non-technical. Include where the project will be conducted, the urgency of the project, and a tentative timeline for the project.

Some comments:

- This is the main narrative of the proposal.
- Many applicants like to begin with an introduction or background sub-section.
- As much detail about how goals/outcomes of the project/activity will be met without the use of jargon should be provided.
 - Tip: Defining some specialized terminology at the beginning can be highly successful if not overdone.
- Providing the start and end dates for a timetable is the minimum.
 Give projected dates of milestones in the project or activity

PART II: PROPOSAL BODY VALUE OF THE PROJECT

State the specific values of the project related to: (1) The Applicant's professional growth and status; (2) The scholarly community; (3) The Applicant's teaching and students; (4) The University; and (5) The non-academic community.

Tips:

- 1. Don't assume value of the project to any of the above groups is obvious be sure to spell it out.
- 2. The benefit of your project to some of those groups may not be obvious even to you think creatively of the benefits and tweak your project if appropriate
- 3. This is a another place you could address urgency

PART II: PROPOSAL BODY BACKGROUND OF APPLICANT...

List relevant research, education, teaching experience, etc.

Tip: This section is for you to make the case that you will successfully accomplish the proposed work.

State all the supplemental funds, including any compensation that you have received or may receive, that are available for the project as well as other commitments that you have from NKU and/or other institutions. List both those to which you are committed and those for which you have applied. Supporting letters should be included in the Appendix. Applicants should specifically address the availability of funds at the department level in the application and encourage their chair/program director to confirm the statement in their letters. If no other funding is available, simply state this.

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Two purposes here:

- 1. Identify funding for the project/activity from external sources and/or from NKU → this helps determine if the applicant has the necessary resources to carry out the proposed work
- 2. Identify activities or other support provided by collaborators that are necessary for accomplishing the proposed work

State all the supplemental funds, including any compensation that you have received or may receive, that are available for the project as well as other commitments that you have from NKU and/or other institutions. List both those to which you are committed and those for which you have applied. Supporting letters should be included in the Appendix. Applicants should specifically address the availability of funds at the department level in the application and encourage their chair/program director to confirm the statement in their letters. If no other funding is available, simply state this.

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Two purposes here:

- 1. Again related to assessment of whether or not applicant has resources needed to accomplish proposed work
- 2. Special for *Project Grant* proposals: funds for travel are expected to come (at least in part) from the department. Availability of dept. travel funds should be described.

should be included in the Appendix. Applicants should specifically address the availability of funds at the department level in the application and encourage their chair/program director to confirm the statement in their letters. If no other funding is available, simply state this.

PART II: PROPOSAL BODY DETAILED BUDGET AND JUSTIFICATION...

(Project Grant Only)

No specific requirements for format, but complete information for each item includes

- 1. name of item
- 2. brief description of the item (if not self-evident)
- 3. cost
- 4. justification/explanation why it is needed for the project

Most common pitfall: not providing justification.

PART III: APPENDIX

Format document varies slightly among award types (see back of Format Requirements handout)

- Supporting Documentation
- Vita
- Previous FBC Awards

PART III: APPENDIX SUPPORTING DOCUMENTATION

(no page limit)

Include as needed:

- Letters of support from collaborators who will perform critical roles in the project or provide help in some other form
- Letter of interest/commitment from a publisher in the case of writing a book
- Bibliography/references cited this may be included here or in Part II of the proposal
- Other supporting documentation, the inclusion of which does not circumvent the 9 page limit of Part II

PART III: APPENDIX VITA

No format specified but there is a 3 page limit.

Common pitfall: exceeding the 3 page limit.

PART III: APPENDIX PREVIOUS FBC AWARDS

(no page limit)

- List by year all previous FBC Awards.
- For each award, provide a statement about the outcome of the award.
- Special for Sabbatical Leaves: indicate how the requirement to provide an "opportunity for others in the NKU community to learn about the results of your work" was met for each award.

EVALUATION SCORING FORM

Format varies slightly among award types (see Evaluation Scoring Form handout)

General comments:

- Based on evaluation criteria in the Faculty Handbook
- Intended to make evaluation less subjective
- Does not always align well with the proposal format requirements

Tip: Use Evaluation Scoring Form as a guide for what to include in your proposal.

EVALUATION CRITERIA FROM HANDBOOK

- a) How well the proposal meets the purposes of the program for which application is made;
- b) The value of the project to the applicant's growth and professional status; the value of the project to the scholarly community;
- c) The value of the project to the applicant's teaching responsibilities and students;
- d) The value of the project to the University;
- e) The value of the project to the non-academic community;

EVALUATION CRITERIA FROM HANDBOOK

- f) The probability that the project will be carried out (to be measured in terms of the applicant's background, previous success, and attainability of the goals stated);
- g) The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;
- h) Contribution of the project to the applicant's ongoing scholarship or creative activity;
- i) Investigation of alternative funding sources;
- j) The urgency of the project to be undertaken; and
- k) Overall quality of the proposal.

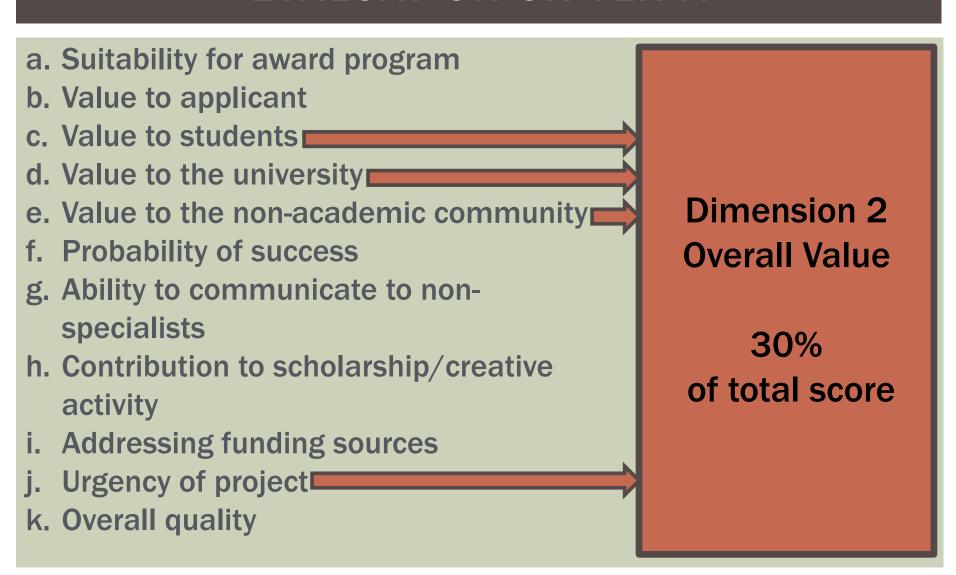
- a. Suitability for award program
- b. Value to applicant
- c. Value to students
- d. Value to the university
- e. Value to the non-academic community
- f. Probability of success
- g. Ability to communicate to nonspecialists
- h. Contribution to scholarship/creative activity
- i. Addressing funding sources
- j. Urgency of project
- k. Overall quality

Criteria are reorganized into three dimensions on the evaluation score sheet

- a. Suitability for award program
- b. Value to applicant
- c. Value to students
- d. Value to the university
- e. Value to the non-academic community
- f. Probability of success
- g. Ability to communicate to nonspecialists
- h. Contribution to scholarship/creative activity
- i. Addressing funding sources
- j. Urgency of project
- k. Overall quality

Dimension 1
Overall Quality

50% of total score



- a. Suitability for award program
- b. Value to applicant
- c. Value to students
- d. Value to the university
- e. Value to the non-academic community
- f. Probability of success
- g. Ability to communicate to nonspecialists
- h. Contribution to scholarship/creative activity
- i. Addressing funding sources
- j. Urgency of project
- k. Overall quality

Dimension 3
Applicant
Diligence

20% of total score

EVALUATION SUB-CRITERIA

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5.

Strongly Disagree	Disagree	Neutral	Agree	Strongly
Disagree				Agree
1	2	3	4	5

Potential pitfall: Some sub-criteria evaluate inclusion of information not directly requested in the proposal format.

Tip: Include information evaluated in sub-criteria in appropriate parts of the proposal.

EVALUATION SUB-CRITERIA EXAMPLE: SUB-CRITERION K

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5.

Strongly Disagree Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

E.g. Criterion K: Overall quality of the proposal This project...

k1. Follows the requested format by addressing all requirements of the application

- k2. Presents a logical, reasoned argument
- k3. Provides academic references and in-text citations

EVALUATION SUB-CRITERIA

meaning:

Ea

the

citations to source material following discipline-appropriate, academic standards

NON K

one sub-criterion in re from 1 to 5.

Strongly Disagree Disagree	Disagr e	Neutral	Agree	Strongly Agree
1	2	3	4	5

This project...

requirements of the application

E.g. Criterion K: Ove III quality of the proposal

k1. Follows the requested format by addressing all

k2. Presents a logical, reasoned argument

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EVALUATION SUB-CRITERIA

meaning:

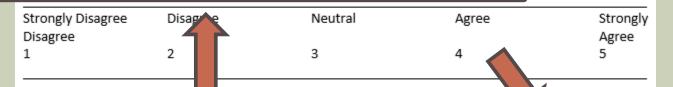
Ea

the

citations to source material following discipline-appropriate, academic standards

RIONK

one sub-criterion in re from 1 to 5.



E.g. Criterion K: Ove all quality o This project...

k1. Follows the requested form requirements of the application

k2. Presents a logical, reason

- Goals and Criteria
- Detailed Project Description
- Value of the Project
- Background of Applicant
- Other Support & Commitments
- Budget (PG only)
- k3. Provides academic references and in-text citations

EVALUATION SUB-CRITERIA J EXAMPLE: SUB-CRITERIA J

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5.

Strongly Disagree	Disagree	Neutral	Agree	Strongly
Disagree				Agree
1	2	3	4	5

- E.g. Criterion j: The urgency of the project to be undertaken This project clearly explains that it...
 - j1. Requires time-sensitive efforts and action by the applicant
 - j2. Addresses an urgent need or pressing problem

EVALUATION SUB-CRITERIA EXAMPLE: SUB-CRITERIA J

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5.

Note the two meanings of urgency:

- 1. A need to be done in a timely manner
- 2. A need to be done because of importance
- E.g. Criterion j: The **urgency** of the project to be undertaken This project clearly explains that it...
 - j1. Requires time-sensitive efforts and action by the applicant
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EVALUATION SUB-CRITERIA EXAMPLE: SUB-CRITERIA J

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E.g. Criterion j: The urgency of th This project clearly explains that

- j1. Requires time-sensitive eff applicant
- j2. Addresses an urgent need

- Goals and Criteria
- Detailed Project Description
- **❖** Value of the Project
- Background of Applicant
- Other Support & Commitments
- Budget (PG only)

EVALUATION SUB-CRITERIA OTHER SUB-CRITERIA

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5.

Strongly Disagree	Disagree	Neutral	Agree	Strongly
Disagree				Agree
1	2	3	4	5

Hopefully, it is clearer how other sub-criteria fit into the proposal format.

QUESTIONS?