

# FACULTY DEVELOPMENT AWARD PROPOSAL FORMAT 2021 WORKSHOP

- 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/committees/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)

# PART I: COVER PAGE

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

## Content

- 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 I: COVER PAGE

Format varies slightly among award types

## Content

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




- Indicate award type:**
- **Sabbatical Leave**
  - **Summer Fellowship**
  - **Project Grant**

# PART I: COVER PAGE

Format varies slightly among award types

## Content

- Faculty Development Award
- **Applicant Information** 
- Requested Leave Period (Sabbatical)
- Title of Project
- Amount Requested (Project Cost)
- 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

# PART I: COVER PAGE

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



# PART I: COVER PAGE

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 only)
- Short Project Description
- Electronic Signature

# PART I: COVER PAGE

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 only)**
- Short Project Description
- Electronic Signature

# PART I: COVER PAGE

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
- Like an abstract
  - Note **200** word maximum!

# PART I: COVER PAGE

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 only)
- Short Project Description
- **Electronic Signature**

# PART II: PROPOSAL BODY

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

## Content

- **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 (or a glossary in the appendix) 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.

# **PART II: PROPOSAL BODY**

## **OTHER SUPPORT AND COMMITMENTS**

**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.**

# PART II: PROPOSAL BODY

## OTHER SUPPORT AND COMMITMENTS

**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

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

## PART II: PROPOSAL BODY

# OTHER SUPPORT AND COMMITMENTS

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.

## PART II: PROPOSAL BODY

# OTHER SUPPORT AND COMMITMENTS

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.

# PART II: PROPOSAL BODY

## OTHER SUPPORT AND COMMITMENTS

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)

## Content

- 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

## SUPPORTING DOCUMENTATION

(no page limit)

### COVID considerations:

- According to Section 11.4.4.F\* of the Faculty Handbook, which is stated below, evaluation of the Faculty Development Awards is dependent on the applicant's ability to convince the Benefits Committee that the plan they are proposing can be carried out. *In the time of COVID, the Benefits Committee feels that it is especially important that alternate plans are presented and discussed in the proposals this year (if applicable), as the status of operations for the future are uncertain.* The appendix may be used to address these alternate plans if the allotted pages are not sufficient for the applicant's explanation.
- \*11.4.4.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).

# 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)

### Content:

- 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.





# NUMERICAL SCORE FROM EVALUATION CRITERIA

- 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 non-specialists
- 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**



# NUMERICAL SCORE FROM EVALUATION CRITERIA

- 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 non-specialists 
- 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**




# NUMERICAL SCORE FROM EVALUATION CRITERIA

- 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 non-specialists
- h. Contribution to scholarship/creative activity
- i. Addressing funding sources
- j. Urgency of project
- k. Overall quality

**Dimension 2  
Overall Value**

**30%  
of total score**

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- 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 non-specialists
- 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 Agree
1	2	3	4	5

Potential **pitfall**: Not including information requested in sub-criteria.

(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 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 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

## CRITERION K

meaning:

citations to source material  
following discipline-appropriate,  
academic standards

Each  
the

one sub-criterion in  
re from 1 to 5.

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

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# EVALUATION SUB-CRITERIA

## CRITERION K

meaning:

citations to source material  
following discipline-appropriate,  
academic standards

one sub-criterion in  
score from 1 to 5.

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

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

- k1. Follows the requested form and  
requirements of the application
- k2. Presents a logical, reasonable  
plan of work
- k3. Provides academic references and in-text citations**

### Content

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

# 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.

Strongly Disagree Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 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**
- 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.

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- 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

This project clearly explains that

j1. Requires time-sensitive effort from applicant

j2. Addresses an urgent need

### Content

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

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

**QUESTIONS?**