

# WORKSHOP 2: FDA Proposal Instructions 2025

1. Award types
2. Format
3. Evaluation Criteria

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# Award Types

# FACULTY DEVELOPMENT PROGRAM – 3 AWARD TYPES

## ■ Sabbatical Leave:

- Goal: 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: Support professional development activities by providing (partial) summer salary
- Duration: 2 months during the summer; \$6000

## ■ Project Grants:

- Goal: 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; up to \$6000

# EVERYTHING YOU NEED TO KNOW...

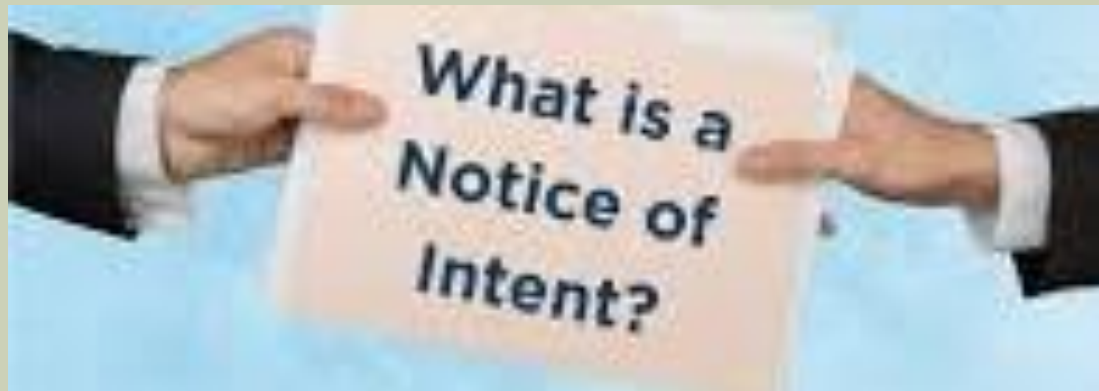
- Check out the “new” Faculty Development Awards [website](https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html) to find proposal documents and additional information
- <https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>

# Format / Instructions

# PROPOSAL FORMAT

- Notice of Intent (NEW) – **Pre-Proposal**
- Cover Page
- Proposal Body
- Appendices
  - Found on Faculty Development Award webpage
    - Download cover page template
    - Download Instructions Pages – These include requirements for “Proposal Body” & “Appendices” sections.
- Submit ALL parts to Canvas by 4:30pm on the First Tuesday in October

# Pre-Proposal: Notice of Intent (NOI)



# Notice of Intent Form

## Faculty Development Awards Program NOTICE OF INTENT (NOI) TO APPLY

**Description:** This form serves as official notice of intent to apply by the handbook deadline, 4:30 PM on the first Tuesday in October, for a Faculty Development Award (FDA). By submitting this form, applicants will be granted access to the FDA Canvas course, where their submissions will be evaluated by the Faculty Senate Benefits FDA subcommittees. Additionally, this form notifies Department Chairs and School Directors of the applicant's intent to apply.

Name:

Date:

Department:

Office:

Office Phone:

e-mail address:

**Faculty Development Award (FDA) Type:** Sabbatical, Summer Fellowship, Grant... (NOTE: You May apply for more than one type of FDA. Please note each type)

**Brief Overview** of Each Project (less than 200 words each):

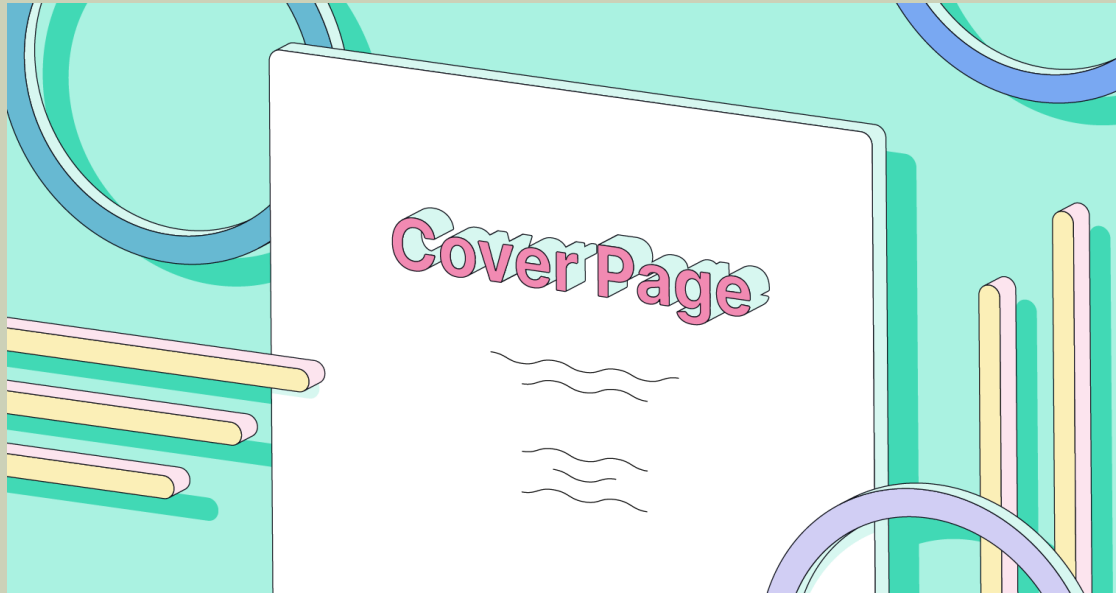
### **DEADLINE:**

Applicants planning to apply for an FDA must submit this NOI to their respective Department Chair or School Director, as well as to the Faculty Development Awards email (fda@nku.edu), by 11:59 PM on the **first Tuesday in September**.

\*Although not required, each applicant is strongly encouraged to contact their respective Dean to inform them of their intent to apply as well.

NOTE: Full FDA proposals must be submitted to Canvas by 4:30pm on the first Tuesday in October.

# Part I: Cover Page



# PART I: COVER PAGE

Application for Faculty Development Awards (FDA) Program

## PART I: FACULTY SABBATICAL LEAVE COVER PAGE

1. **Type of Award:** Faculty Sabbatical Leave
2. **Applicant Information:**  
Name:  
Department:  
Office:  
Office Phone:  
e-mail address:  
  
Date of initial appointment to full-time tenure-track faculty status:  
Date(s) of previous sabbatical leave(s):  
Type(s) of previous sabbatical leave(s) (FDA or re-entry):
3. **Requested Leave Period:**
4. **Other Current FDA Award Applications** (please note if award applications are co-dependent):
5. **Title of Project:**
  - a. **IRB/ACUC/IBC Approval # / Status** (if applicable):
  - b. Note: This information is for committee review and will not impact project scoring.
6. **Short Project Description** (200-word max):

7.

signature\*

date

\* By typing your name or pasting your signature in the space provided you are allowing this application to be reviewed by the Faculty Benefits Committee for a possible award. The applicant is also aware that failure to comply with the instructions may result in this proposal not being reviewed.

Application for Faculty Development Awards (FDA) Program

## PART I: FACULTY SUMMER FELLOWSHIP COVER P

1. **Type of Award:** Faculty Summer Fellowship
2. **Applicant Information:**  
Name:  
Department:  
Office:  
Office Phone:  
e-mail address:  
  
Tenure Status (Tenure-track or Tenured):  
Faculty Rank (Teaching Professor, Assistant Professor, Associate Professor, Full Professor):  
Date of Most Recent Summer Fellowships Award:
3. **Other Current FDA Award Applications** (please note if award applications are co-dependent):
4. **Title of Project:**
  - a. **IRB/ACUC/IBC Approval # / Status** (if applicable):
  - b. Note: This information is for committee review and will not impact project scoring.
5. **Short Project Description** (200-word max):

6.

signature\*

date

\* By typing your name or pasting your signature in the space provided you are allowing this application to be reviewed by the Faculty Benefits Committee for a possible award. The applicant is also aware that failure to comply with the instructions may result in this proposal not being reviewed.

Application for Faculty Development Awards (FDA) Program

## PART I: PROJECT GRANT COVER PAGE

1. **Type of Award:** Faculty Project Grant
2. **Applicant Information:**  
Name:  
Department:  
Office:  
Office Phone:  
e-mail address:  
  
Tenure Status (Tenure-track, Tenured):  
Faculty Rank (Teaching Professor, Assistant Professor, Associate Professor, Full Professor):
3. **Amount Requested:**
4. **Other Current FDA Award Applications** (please note if award applications are co-dependent):
5. **Title of Project:**
  - a. **IRB/ACUC/IBC Approval # / Status** (if applicable):
  - Note: This information is for committee review and will not impact project scoring.
6. **Short Project Description** (200-word max):

7.

signature\*

date

\* By typing your name or pasting your signature in the space provided you are allowing this application to be reviewed by the Faculty Benefits Committee for a possible award. The applicant is also aware that failure to comply with the instructions may result in this proposal not being reviewed.

# PART I: COVER PAGE

## Content

1. Type of Faculty Development Award
2. Applicant Information
3. Requested Leave Period (*Sabbatical only*)
4. Other Current FDA Award Applications
5. Title of Project
6. Amount Requested (*Project Grant only*)
7. Short Project Description
8. Electronic Signature

*Format varies slightly among award types... (see Instructions Handout)*

# PART I: COVER PAGE

## 1. Type of Award:

### Indicate Faculty Development Award Type:

- Sabbatical Leave
- Summer Fellowship
- Project Grant

Application for Faculty Development Awards (FDA) Program

#### PART I: FACULTY SABBATICAL LEAVE COVER PAGE

1. Type of Award: Faculty Sabbatical Leave

#### PART I: FACULTY SUMMER FELLOWSHIP COVER PAGE

1. Type of Award: Faculty Summer Fellowship

#### PART I: PROJECT GRANT COVER PAGE

1. Type of Award: Faculty Project Grant



# PART I: COVER PAGE

## 2. Applicant Information – All Award Types



### Name and contact info:

- Name
- Department
- Office
- Office Phone
- E-mail address

### 2. Applicant Information:

Name:  
Department:  
Office:  
Office Phone:  
e-mail address:

Format varies slightly among award types

# PART I: COVER PAGE

## 2. Applicant Information Additional For Sabbatical ONLY

### For Sabbaticals only:

- Full-time appointment date
- Dates of previous sabbaticals
- Date of initial appointment to full-time tenure-track faculty status:

#### PART I: FACULTY SABBATICAL LEAVE COVER PAGE

1. **Type of Award:** Faculty Sabbatical Leave

2. **Applicant Information:**

Name:

Department:

Office:

Office Phone:

e-mail address:

Date of initial appointment to full-time tenure-track faculty status:

Date(s) of previous sabbatical leave(s):

Type(s) of previous sabbatical leave(s) (FDA or re-entry):



# PART I: COVER PAGE

## 2. Applicant Information - Additional for Summer Fellowship ONLY

### PART I: FACULTY SUMMER FELLOWSHIP COVER PAGE

1. **Type of Award:** Faculty Summer Fellowship

2. **Applicant Information:**

Name:

Department:

Office:

Office Phone:

e-mail address:

Tenure Status (Tenure-track or Tenured):

Faculty Rank (Teaching Professor, Assistant Professor, Associate Professor, Full Professor):

Date of Most Recent Summer Fellowships Award:

### Summer Fellowship

- Tenure Status (Tenure-track or Tenured):
- Faculty Rank (Lecturer/Teaching Professor, Assistant Professor, Associate Professor, Full Professor):
- Date of Most Recent Summer Fellowship Award:

# PART I: COVER PAGE

## 2. Applicant Information – Additional Project Grant

### Project Grant

- Tenure Status (Tenure-track, Tenured):
- Faculty Rank (Lecturer / Teaching Professor, Assistant Professor, Associate Professor, Full Professor):

1. **Type of Award:** Faculty Project Grant

2. **Applicant Information:**

Name:

Department:

Office:

Office Phone:

e-mail address:

Tenure Status (Tenure-track, Tenured):

Faculty Rank (Teaching Professor, Assistant Professor, Associate Professor, Full Professor):



# PART I: COVER PAGE

## 3. Requested Leave Period (Sabbatical only)

Indicate either:

- Full academic year OR
- Semester (Spring or Fall & Year)



# PART I: COVER PAGE

## 3. Amount Requested (Project Grant only)

How much will you need?



3. Amount Requested:

# PART I: COVER PAGE

## **3. or 4. Other Current FDA Award Applications**



**4. Other Current FDA Award Applications (please note if award applications are co-dependent):**

**Identify/List other related Faculty Development Award Applications/Proposals being considered for current year:**

**Is completion of one award dependent on reception of another?**

# PART I: COVER PAGE

## 4. or 5. Title of Project

**Always Remember to Include Your Project Title**



5. **Title of Project:**
  - a. **IRB/IACUC/IBC Approval # / Status** (if applicable):
  - b. Note: This information is for committee review and will not impact project scoring.

# PART I: COVER PAGE

## **5 or 6. Short Project Description: (ALL Award Types)**

### **Provide Brief Overview**

- Like an abstract
- 200 word maximum!



**6. Short Project Description (200-word max):**

# PART I: COVER PAGE

## 6. or 7. Electronic Signature

- Be sure to Sign & Date Your Cover Page!

7.

\_\_\_\_\_ signature\*

\_\_\_\_\_ date

\* By typing your name or pasting your signature in the space provided you are allowing this application to be reviewed by the Faculty Benefits Committee for a possible award. The applicant is also aware that failure to comply with the instructions may result in this proposal not being reviewed.



# Part II: Proposal Body

Title  
Partners/affiliations  
Area/Disciplines  
Key Words  
Project summary  
**Introduction/Background**  
**Problem statement / Goal**  
**Objectives**  
**Methods**  
**Expected outcome**  
Resource requirements  
Time- and workplan  
References  
Signatures  
Annex (Budget, Logframe, CV)

The proposal has to convince the reviewers that the project is...

**...original...    ...relevant...**  
**...new...    ...feasible...**  
**...conductable by applicant...**  
**....good administered.**



# PART II: PROPOSAL BODY

## FACULTY SABBATICAL LEAVE PROPOSAL INSTRUCTIONS

**Purpose:** Sabbaticals are awarded to full time, tenured faculty and department chairs for scholarly and artistic work, research, and advanced study that requires time beyond traditional responsibilities or time-sensitive effort for completion.

Each sabbatical leave proposal must include the following items in the order listed. Each item shall be *clearly labeled*. The maximum length of the application (Parts I and II) is ten pages.

### Part I. COVER PAGE (1 page) ~ Use Cover Page template provided.

1. **Type of Award:** FACULTY SABBATICAL LEAVE
2. **Applicant Information:** Name, Department, Office, Phone, e-mail, appointment date, previous leaves
3. **Requested Leave Period:** Provide semester or academic year you wish to take your leave. Leaves are for one semester at full pay or two semesters at 65% of salary. (If another semester is suitable, please indicate.)
4. **Other Current FDA Award Applications:** Identify other FDA award applications within this cycle and if applications are co-dependent. Ex. Grant Proposal
5. **Title of Project:** Provide project title, IRB/IACUC/IBC Approval # or status if applicable, if not note this. (This information is only for committee review and will not impact proposal scoring.)
6. **Short Project Description:** 200 words maximum – similar to an abstract
7. **ELECTRONIC SIGNATURE:** Be sure to sign and date the cover page

### Part II. PROPOSAL BODY (9 pages maximum, numbered, single spaced, 12-point font)

Write the proposal body utilizing the format and evaluation criteria provided, address all requirements:

#### DIMENSION 1: OVERALL QUALITY (50% Weight)

- Meets the purpose of the program (a1, a2)
- Follow the requested format (b1)
- Address all requirements of the application (b2)
- Present logical, reasoned argument (b3)
- Effectively convey project information in a manner that those outside one's own academic discipline are able to understand (d1)

**Detailed Project Description:** Provide background information, project importance, purpose, procedures and timeline, outcome(s), how outcome(s) will be achieved and evaluated in a thorough, coherent, and non-technical manner.

1. **Background:** Present sufficient background information (b3)
2. **Importance:** Address why the project is crucial or how it addresses a pressing problem? – The Why (b3,c2)
3. **Purpose:** State the purpose of the artistic work / research / advanced study, etc.? What do you hope to discover, learn, develop, or accomplish? (b4)
4. **Procedures:** Discuss how the project will be completed including Who, What, When, Where (b5)
5. **References:** Provide adequate academic references and in-text citation (b6) \* may be included in appendices\*
6. **Outcomes:** Identify specific outcomes / products from the project using SMART goals (b7)
  - a. Specific
  - b. Measurable
  - c. Action Oriented
  - d. Realistic
  - e. Time-oriented

## FACULTY SABBATICAL LEAVE PROPOSAL INSTRUCTIONS

- a. Professional development (advancement of knowledge, skills, etc.)
  - b. Advancement in rank or position
2. **Teaching and Students:** (e2)
    - a. Academic Development
    - b. Effectiveness of faculty (Improved teaching and instruction for students in classroom, field settings or online)
    - c. Coaching and mentoring students' research or creative project
  3. **Scholarship and the Scholarly / Artistic Community:** (e3)
    - a. Advance ongoing scholarly research or creative activities, advanced study or artistic performance
    - b. AND Potential impact on scholarly / artistic community
  4. **The University:** Advance or develop community, regional or national reputation (e4)
  5. **The Non-Academic Community:** Must include at least one of the following: (e5)
    - a. The general, non-academic community
    - b. Public sector, government, education, social service community
    - c. Private sector, business, commercial, retail or industrial community

#### DIMENSION 3: OVERALL DILIGENCE (20% Weight)

##### Applicant Background and Diligence Relevant to This Project:

1. **Applicant Background:** Address the probability that the project will be carried out by including:
    - a. Attainability of goal(s) statement (f1)
    - b. Relevant research, education, teaching experience (f2)
    - c. Previous successes / accomplishments – publications, presentations, references, creative activities, grants, ect. (f2)
  2. **Other Support, Funding and Commitments:** Discuss all other funding sources examined and other commitments
    - a. Support – Discuss Intra or Extramural support for the project (g1)
    - b. Funding – All supplemental funds, including any compensation that you have received, may receive OR have investigated in relation to this project (g1)
      - i. Applicants should specifically address the availability of funds at the department level and encourage their chair/program director to confirm statement(s) in their letters.
      - ii. If investigations took place and no other funding is available, state this.
    - c. Commitments: List other current and potential commitments (those for which you have applied), from NKU and/or other institutions (g2)
- NOTE: Supporting documents should be included in the Appendix with corresponding title(s) (h1)

#### Part III. APPENDICES - Be sure to label all supplemental materials.

1. **Supporting Documentation.** Include all supporting documents. For example, this may include letters from collaborators, publishers, or individuals, groups, or organizations that may provide support for your project. Be sure to label (h1)
2. **Vita:** (maximum length of three pages) (h1)
3. **Previous Faculty Development Awards (FDA):** List by year in reverse chronological order all previous Faculty Benefits Committee (FBC) Faculty development Awards (FDA). For each FDA provide a copy of the completion form OR a statement of the outcome of the FDA. For previous sabbaticals, describe how the requirement to provide an "opportunity for others in the NKU community to learn about the results of your work" (Section VIII.A.4 of the Faculty Handbook) was met. NOTE: Faculty who have not completed a

# PART II: PROPOSAL BODY

- **Dimension 1: Overall Quality**
- **Dimension 2: Value**
- **Dimension 3: Diligence**

*Quality (a-d) = 50%; Value (e) = 30%; Diligence (f-h) = 20%*

**(9 page limit)**

**Dimension 1:  
Overall Quality**

# PART II: PROPOSAL BODY

## Dimension 1: Overall Quality (50%)

Proposals will be evaluated on the following:

- Meets the purpose of the program (a1, a2)
- Follow the requested format (b1)
- Address all requirements of the application (b2)
- Present logical, reasoned argument (b3)
- Effectively convey project information in a manner that those outside one's own academic discipline are able to understand (d1)

*Additionally, the Detailed Project Description criteria will be evaluated as part of the overall quality.*

# PART II: PROPOSAL BODY

## *Detailed Project Description*

1. Background
2. Importance
3. **Purpose**
4. Procedures
4. Utilization of Fund (*Project Grants only*)
5. References
6. **Outcomes** (SMART)
7. Timeline (*Sabbaticals & Fellowships*)
7. Budget with Timeline (*Project Grant only*)
8. Criteria
9. Urgency

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 1. Background

- Introduces the topic of the proposal
- Provides background information (overview/description) about topic being explored
- Summarizes/discusses relevant and prior investigations
- Identifies a problem or unresolved issues that the current research/project will address

Be sure to present sufficient background information (*b4*) ...

**This section should include in-text reference citations**

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **2. Importance**

- Why is the topic/issue/funding important?
- Why should it be addressed?
- Why is it worth exploring/completing?
- Statement of Need – Why is \$ or time needed?

**This section may also include in-text citations**

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 3. Purpose

- How will proposal address the “problem” noted in the background / importance section?
  - What do you hope to achieve by addressing the important problem?
- What questions do you hope to answer?
  - What voids/gaps do you hope to fill?

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **4. Procedures OR Utilization of Funds**

- What will you do to achieve the objectives?
  - What is the design or set up of the project?
  - Who or What will be involved?
  - Where will the project take place?
  - What methods & materials will be used?
  - Will there be any type of analysis?
- Project Grant – Describe how funds will be used to achieve purpose

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 5. References

- Cite References throughout proposal body
- Include References List
- Use professional format

**NOTE 1:** In-text citations and references should follow discipline-appropriate, academic standards (*AMA, APA, MLA, etc.*)

**NOTE 2:** *The list of references used in-text* may appear in the (1) Proposal Body OR (2) Appendix

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 6. Outcomes

- List the tangible things you will accomplish by completing the project, be specific and provide a timeframe
- Use SMART Goals



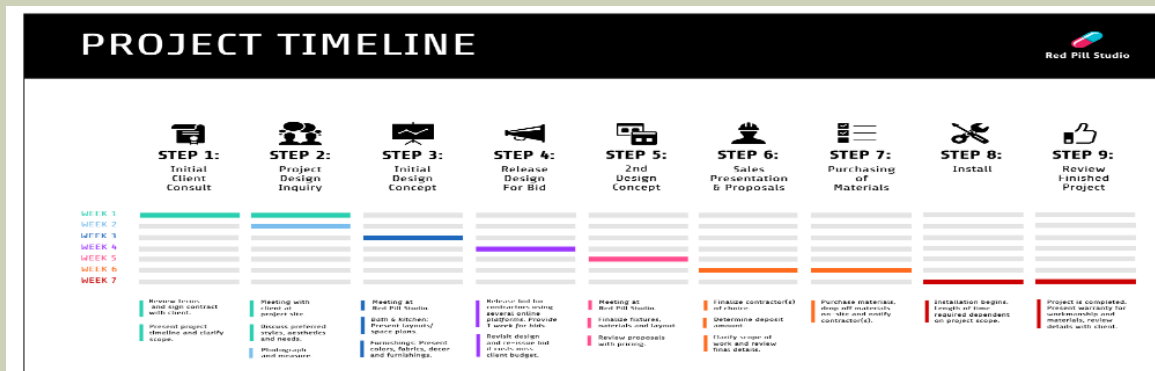
<b>S</b>	<b>Specific</b> Clearly State your Goal
<b>M</b>	<b>Measurable</b> Ensure you can Measure Success
<b>A</b>	<b>Attainable</b> Set Goals you know you can Achieve
<b>R</b>	<b>Relevant</b> Set Goals Relevant to your Career or Education
<b>T</b>	<b>Time-Based</b> Set a Deadline for Completion

# PART II: PROPOSAL BODY

## Detailed Project Description

### 7. Timeline (Sabbatical & Fellowship)

- When will the project start?
- What are the projected dates of the project (activity milestones)?
- When will you complete the project?

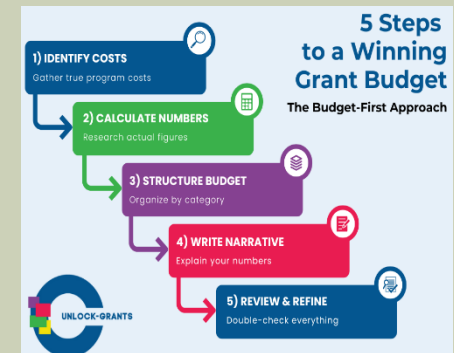


# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 7. Budget & Timeline (Project Grants)

- How much will be spent all together?
- What are you planning to purchase?
  - Amount to be spent on each item
  - Justify each line item
- When do you plan to use the funds?
  - Timeline - Projected dates of purchase(s)



# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 7. DETAILED BUDGET AND JUSTIFICATION...

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

1. Name of item
2. Brief description of the item
3. Projected Cost
4. When you plan to purchase item
5. Justification/explanation why item is needed (importance)

Line Item Budget

EXPENSE CATEGORIES	MONTH	ACTUAL EXPENSE 2019	PROJECTED EXPENSE 2020	ACTUAL EXPENSE 2020
Office Supplies	January	\$10,000	\$11,000	\$15,000
Salary	January	\$50,000	\$45,000	\$45,000
Advertising	January	\$5,000	\$6,000	\$7,000
Canteen Expense	January	\$7,000	\$6,500	\$7,000
<b>Total</b>		<b>\$72,000</b>	<b>\$68,500</b>	<b>\$74,000</b>

 WallStreetMojo

*Most common pitfall: not providing justification.*

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 8. Criteria

- How will you know that you were successful?
- State fair criteria for evaluating success?

#### *Common pitfalls:*

1. Not identifying evaluation criteria
2. Not providing tangible (SMART) outcomes... e.g., “improving my understanding of \_\_\_\_\_” is (usually) not a measurable result

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 9. Urgency

- Why is time of the essence?
  - Why do you need to complete the project at this time?
- Why do you need the funding?
  - Have you explored other options?

**Dimensions 2:  
Overall Value**

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **Dimension 2: Overall Value (30%)**

*Value will be evaluated on the utility, merit, worth or advancement the project provides for:*

- 1. Professional Growth and Status*
- 2. Teaching and Students*
- 3. Scholarship and the Scholarly Community*
- 4. The University*
- 5. The Non-Academic Community*



# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **1. Professional Growth and Status**

- a. How will the project help you grow & develop professionally?
- b. How will the project help you advance in rank, position or status?

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 2. Teaching and Students

- a. How will the project help you develop academically?
- b. Will the project improve your faculty effectiveness?
- c. Will the project help with coaching and mentoring students?
- d. Will the project help students advance?

## PART II: PROPOSAL BODY

### *Detailed Project Description*

#### **3. Scholarship and the Scholarly Community**

- a. How will the project advance ongoing scholarly research or creative activities, advanced study or artistic performance?
- b. What is the potential impact on scholarly community?

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 4. The University

- a. How will the project advance or develop community reputation for the University?
- b. How will the project advance or develop regional or national reputation for the University?

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 5. The Non-Academic Community

- a. How will the project impact the general, public?
- b. How will the project impact the public sector, government, education or social service community?
- c. How will the project impact the private sector, business, commercial, retail or industrial community?

*Must include **at least one** of the above*



## PART II: PROPOSAL BODY

### *Detailed Project Description*

#### Tips:

1. Don't *assume* value of the project to any of area is obvious – be sure to spell it out.
2. The “Value” of your project may not be obvious for some areas - even to you – think creatively of the benefits and tweak your project proposal if appropriate
3. Value is a another place you could address “urgency”

# Dimension 3: Diligence

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **Dimension 3: Diligence (20%)**

*Diligence is the ability to demonstrate careful and persistent effort related to the project. Diligence will be evaluated based on:*

1. Applicant Background
2. Other Support, Funding and Commitments

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 1. Applicant Background

- a. Are applicant goal statement(s) attainable?
- b. Has the applicant provided examples of relevant research, education, teaching experience to support completion of the project?
- c. Have previous successes / accomplishments (e.g., publications, presentations, references, creative activities, grants, ect.) been noted and when appropriate provided as support documents?

**Tip:** Make the case that you will successfully accomplish the proposed work.

# PART II: PROPOSAL BODY

## *Detailed Project Description*

- 2. Other Support, Funding and Commitments**
  - a. Did you discuss your evidence of support (e.g., letters from Dean/Chair, colleagues, etc.)?
  - b. Did you discuss Intra or Extramural support for the project or lack thereof?
  - c. Did you include all supplemental funds you may have received or investigated in relation to the project?
  - d. Did you list current or other potential commitments (from NKU or other)?

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### 2. Other Support, Funding and Commitments

#### Purposes:

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
3. Related to assessment of whether or not applicant has resources needed to accomplish proposed work

Special Note for *Project Grant* proposals: funds for travel are expected to come (at least in part) from the department. Requests and Availability of Department/School travel funds should be described.

# Part III: Appendix



# PART III: APPENDIX

The following Appendices should be included and labeled:

1. Supporting Documentation
2. Vita
3. Previous FBC Awards
4. References
5. Internal Support (will be provided to Benefits separately)

**(no page limit)**

# PART III: APPENDIX

## **1. Supporting Documentation**

- a. Letters of support from collaborators
- b. Letters of Interest/Commitment from publisher
- c. Other Supporting documentation

# PART III: APPENDIX

## 2. Vita

- a. Include a modified version of your vita that is relevant to the proposal
- b. No format specified
- c. Maximum length = 3 pages

Common **pitfall**: exceeding the 3 page limit.

# PART III: APPENDIX

## 3. Previous Faculty Development Awards (FDA)

- a. Include all Previous FDAs
- b. List by year in reverse chronological order
- c. For each award, provide a statement about the outcome of the award
  1. Provide a copy of the completion form (final report OR statement of the outcome of the FDA if able)
  2. For sabbaticals, note/evidence how you provided an “opportunity for others at NKU to learn about results”

***NOTE: If you have not completed “reports” for past FDAs, you are NOT eligible for an award.***

# PART III: APPENDIX

## 5. References

- a. May be included in appendices to save space instead of Proposal Body Section

# PART III: APPENDIX

## 4. Internal Support

- a. Dean Letters (Sabbaticals only)
- b. Chair Letters for all FDAs
  - 1. Evaluated on the level of support
  - 2. Evaluated on merit of the proposal

# Evaluation Criteria

# EVALUATION SCORING FORM/Rubric

Format varies slightly among award types

General comments:

- Based on evaluation criteria in the Faculty Handbook
- Intended to make evaluation less subjective
- Updated documents better align with requirements

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

# EVALUATION CRITERIA FROM HANDBOOK

## 11.4.4. Evaluation

- a) How well the proposal meets the purposes of the program for which application is made;
- b) The overall quality of the proposal;
- c) The urgency of the project to be undertaken;
- d) The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;

(Continued on next slide)

# EVALUATION CRITERIA FROM HANDBOOK

- e) The value, utility, merit or worth of the project (i.e., value to: applicants growth & professional status; teaching responsibilities and students; scholarship/creative activity and scholarly community; University, non-academic community)
- f) The probability that the project will be carried out (to be measured in terms of the applicant's background,
- g) Investigation of alternative funding sources;
- h) Inclusion of Support Documents





**Quality (a-d) = 50%; Value (e) = 30%; Diligence (f-h) = 20%**

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
- b. Overall quality
- c. Urgency of project
- d. Ability to communicate to non-specialists
- e. Value to applicant, students, university, non-academic community
- f. Probability of success
- g. Alternative funding sources
- h. Support Documents

**Criteria are organized into three dimensions on the evaluation score sheet**


# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program 
- b. Overall quality 
- c. Urgency of project 
- d. Ability to communicate to non-specialists 
- e. Value to applicant, students, university, non-academic community
- f. Probability of success
- g. Alternative funding sources
- h. Support Documents

**Dimension 1  
Overall Quality**

**50%  
of total score**




# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
  - b. Overall quality
  - c. Urgency of project
  - d. Ability to communicate to non-specialists
  - e. Value to applicant, students, university, non-academic community
  - f. Probability of success
  - g. Alternative funding sources
  - h. Support Documents
- 

**Dimension 2  
Overall Value**

**30%  
of total score**

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
- b. Overall quality
- c. Urgency of project
- d. Ability to communicate to non-specialists
- e. Value to applicant, students, university, non-academic community
- f. Probability of success 
- g. Alternative funding sources 
- h. Support Documents 

**Dimension 3  
Applicant  
Diligence**

**20%  
of total score**

# EVALUATION SUB-CRITERIA

## Tip:

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

- 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 or NOT Applicable.

## Common Pitfalls:

1. Not including information requested in sub-criteria.(Some sub-criteria evaluate inclusion of information not directly requested in the proposal format.)
2. Not mentioning a requirement. (If something does not apply to your proposal note this. Leaving it off without acknowledgement will result in a lower score.)

# EVALUATION SUB-CRITERIA

## EXAMPLE: SUB-CRITERION B

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 OR Not applicable.

<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral</b>	<b>Agree</b>	<b>Strongly Agree</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

*E.g.* Criterion B: Overall quality of the proposal

This proposal...

- b1. Follows the requested format
- b2. Addresses all requirements of the application
- b3. Presents a logical, reasoned argument
- ..... (many others... be sure to address ALL)

# EVALUATION SUB-CRITERIA

## EXAMPLE: SUB-CRITERIA C

*E.g.* Criterion C: The **urgency** of the project to be undertaken  
This project clearly explains that it...

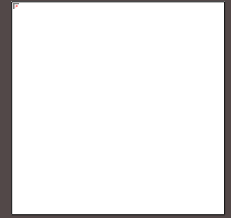
- c1. Requires time-sensitive efforts and action by the applicant
- c2. Addresses an urgent need or pressing problem

**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**

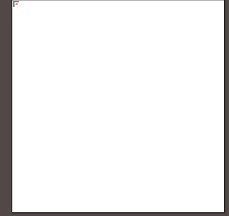
# **“NEW” Application Process**

# HOW TO APPLY



- **Visit the “New” Faculty Development Awards Website:**  
<https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>
  
- **Review & Download documents:**
  - Notice of Intent
  - Proposal Content
    - Part I: Cover page
    - Part II: Proposal Body (Instruction Pages)
    - Other: Evaluation Guidelines
  - Chair/Dean Forms
  - Final Reporting Summary Page
  
- **Self-enroll in the “new” FDA Canvas course using this URL:**  
<https://nku.instructure.com/enroll/Y879CJ>

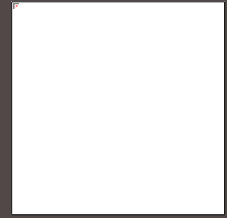
# Notice of Intent (NOI)



- **Download NOI**
- **Complete NOI**
  
- **Send NOI Form to School Director/Department Chair & the “new” Faculty Development Award (FDA) email address: [fda@nku.edu](mailto:fda@nku.edu)**
  
- **Complete NOI Quiz within Canvas\***
- **Complete the FDA Interest Survey\***

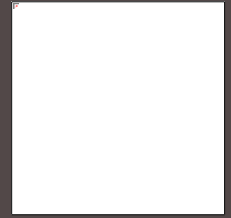
\* Required to access submission options

# Proposal Content



- **Part I: Cover page:** Download template from [FDA website](#)
  
- **Part II: Proposal Body (Use Instruction Pages):** Use the instruction pages as a guide for formatting and required content when completing each proposals. *Be sure to identify and include all sections!*
  
- **Other: Evaluation Guidelines:** Use the Evaluation Guidelines to ensure criteria (quality, value, diligence) are fully addressed.
  
- **Reminders:**
  - Include supporting documentation (e.g. letters from publishers), vita, info about previous FBC awards
  - Internal Support Forms & Letters (must be submitted by Deans/Chairs)

# SUBMISSION



- ❑ **Submit ON TIME in CANVAS!**
- ❑ Full Proposals DUE: 4:30pm on First Tuesday in October
- ❑ You can update your submission as many times as needed prior to the 4:30 pm deadline.
  - Please double-check submission to ensure all required documents are included in your submission prior to the deadline.
  - Canvas Access will close promptly at 4:30pm on the first Tuesday in October

**QUESTIONS?**