Guidelines for Faculty Development Research Grants

* All directions (see page 2) must be followed for the application to qualify for review.
* Grants must be submitted as typed pdf-formatted documents.
* Maximum amount per award is $1,500.00.
* Electronic signatures are acceptable for the Cover page, alternatively, the Dean/Chair may email approval directly to FDC contact listed below.
* Grant application review will occur by committee.
* All grant monies awarded must be spent before the close of the current fiscal year (end of June 2017) or be forfeited. Usually the Business Office has to impose deadlines prior to June 30 for spending money, so your plans may need to be cleared to make certain money is available. Acceptable uses for grant monies include, but are not limited to, supplies, student stipends, software, teaching aids.
* All expenditures must be completed following state purchasing guidelines.
* Research must be completed by September 1, 2017. A final report summarizing the findings of the research project and containing a completed detailed budget must be submitted to the Provost’s Office by September 30, 2017.
* Grant recipients will be required to present the results of their research at the Faculty Research Forum: In The Spotlight during the academic year immediately following the year of award.

Complete grant proposals must be submitted to Dr. Melinda Kreisberg electronically (mkreisberg@westliberty.edu).

Timeline for proposal submission and award:

Due date for grant applications is January 27, 2017 by 4pm

Award notification by February 3, 2017

Please follow the directions below for Faculty Development Research Grant Applications; all requested information must be provided.

The Cover page must contain the following information:

|  |  |
| --- | --- |
| Name: | Signature: |
| Title: | Department: |
| Campus Address: | Phone: |
| Home Address: | Home Phone: |
| Proposal Title: |
| Department Endorsement (Please have your Chair/PD sign and date the following statement): *I have read this proposal and consider that it is consistent with the interests of the department.* |
| College Endorsement (Please have your Dean sign and date the following statement): *I have read this proposal and consider that it is consistent with the interests of the College.* |

Page 2 of your application should begin the proposal narrative.

1. Proposal Narrative. Please write to a general academic audience. Limit your proposal to no more than 5 pages, double-spaced. Proposals must include the following:
	1. A brief, descriptive title
	2. Proposal summary/abstract (no longer than half a page)
	3. Specific aims of the project
	4. Project methods
	5. Significance of the project to the field, short-term and long-term
	6. Benefit of the project to the goals, mission and vision of West Liberty University
	7. Description of planned student involvement, if any(how many, in what capacity, impact on student)
	8. Timeline for project
	9. Budget for project (breakdown of planned expenditures)
	10. If applicable, you may attach copies of pertinent references to substantiate your proposal. Please limit attachments to no more than five.
2. Concisely describe your educational background relevant to the project described in this proposal.
3. Concisely describe your professional background relevant to the project described in this proposal, include relevant publications, presentations, exhibits, recitals, etc.
4. Other funding.
	1. Do you have other financial support for this project (pending or current)? If so, please list.
	2. Are there other opportunities for funding of this project if results are promising? If so, please list.