



DEADLINE: 17 OCTOBER 2011

FACULTY DEVELOPMENT GRANT PROGRAM

UNIVERSITY OF WISCONSIN-WHITTEWATER GRANT APPLICATION PACKAGE

X

University of Wisconsin-Whitewater Office of Research and Sponsored Programs (ORSP) Intramural Transmittal Form. ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

Proposal Development and Submission Instructions. Each University of Wisconsin-Whitewater grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

Grant Program Forms. Each University of Wisconsin-Whitewater grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

Additional Proposal Development and Submission Resources. University of Wisconsin-Whitewater grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ORSP provides administrative oversight for the faculty/staff review committees responsible for each program and can provide member lists upon request.

DENISE EHLEN, Director, 262-472-5212, ehlehd@uww.edu





UNIVERSITY OF WISCONSIN
WHITWATER

RSP APPROVAL & CERTIFICATION
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

FUNDING COMPETITION INFORMATION Deadline:		RSP USE ONLY		ID:
1. Sponsor & Program:		Date Submitted:		
2. Address:		Number of Copies to Sponsor (original +)		
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A		
4. Web:	Notes:	GT Proposal Entry:		GT Award:
PROPOSAL INFORMATION				
5. Principal Investigator:		5a. Department/Division/Institution:		
5b. Address:		Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:		
6b. Address:		Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:		
7b. Address:		Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:		
8b. Address:		Phone:	Fax:	Email:
9. Project Title:				
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		AWARD INFORMATION – RSP USE ONLY <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT		
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA#)		
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To		
13. Begin Date End Date		Total Award Begin Date End Date		
REQUIRED CLEARANCES – Does the project involve:				
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?				Approved? (choose one)
15. use of human subjects, human tissue or vertebrate animals?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
16. action involving space, remodeling, or construction?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
17. hiring non-UWW personnel?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
18. requires release time by PI (and/or Co-Is) in support of project activities?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
19. creation of new degree programs or services?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
20. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
REQUIRED SIGNATURES				
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		SIGNATURE		DATE
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.				
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)				
DEPARTMENT CHAIR/UNIT DIRECTOR		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____-_____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
COLLEGE DEAN/DIVISION DIRECTOR(S)		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____-_____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
<i>Applicants submitting proposals including an international component must secure the signature of the Director of the Center for Global Education in this cell.</i>				
RESEARCH AND SPONSORED PROGRAMS CERTIFICATION		SIGNATURE		DATE
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.				
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:		TYPED NAME: DENISE EHLEN



UNIVERSITY OF WISCONSIN-WHITEWATER (UWW)
2011-2012 FACULTY DEVELOPMENT GRANT
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UNIVERSITY OF WISCONSIN-WHITEWATER
2011-2012 FACULTY DEVELOPMENT GRANT GUIDELINES

PROGRAM DESCRIPTION

The Faculty Development Grant Program is authorized by the Wisconsin Legislature and the University of Wisconsin System Planning Statement (ACPS 3.1). The purpose of the program is to provide for the retraining, renewal, and development of faculty to meet the University's academic needs.

The University of Wisconsin-Whitewater (UWW) requests 2011-2012 proposals for projects in which the majority of activities may be completed between 1 December 2011¹ and 1 June 2012. A separate "Request for Proposals" (RFP) will be released in spring 2012 for projects that can be completed between 1 July 2012 and 1 June 2013.

Faculty must submit well-developed proposals that expand the scholarly resources of faculty members in fields of study allied to those in which they have their primary preparation; continue development and renewal of the expertise of faculty members; develop new instructional, evaluation, and testing materials and systems; and improve teaching skills, including the management of new systems of instruction and instructional support. Collaborative projects are welcomed. However, collaborative arrangements are not required and will receive no preferential ranking based on the cooperative nature of the project.

Competitive proposals addressing campus priorities could include:

- The development of scholarly research and/or creative works likely to lead to the submission of competitive grant proposals to extramural funding agencies.
- The development, implementation, and assessment of teaching materials that are significant and/or meld the teaching and disciplinary expertise of faculty. The projects must promise results well beyond normal course and curriculum development.
- Conferences, workshops, and/or seminars designed to improve faculty development, scholarly activity, and/or research.
- Small research projects, creative works, and/or other scholarly activity that are an integral component of a University of Wisconsin-Whitewater (UWW) Faculty Sabbatical or project supported by the college's research reassignment funds.
- Other activity(ies) that addresses the campus' [Strategic Plan](#), [Values](#), [Mission](#), and/or special priority areas ([LEAP](#) and [Diversity / Inclusive Excellence](#)).

ELIGIBILITY

In order to be eligible for the program, applicants must:

- Have faculty status as defined by Chapter UWS 1.04 and have a tenure track appointment. Academic staff that have been granted faculty status by the Chancellor and Faculty Senate are eligible. University of Wisconsin System guidelines state that tenured faculty normally receive preference over probationary faculty; however, programmatic considerations may override this preference.

¹ Review decisions prior to the start date are not guaranteed; applicants assume responsibility for any expenses incurred prior to receipt of the formal notification.

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- Return to a permanent position at UWW for one year following the Faculty Development Grant period.
- Have complied with all requirements for previous University grants/awards.

CONDITIONS / FINAL REPORT REQUIREMENTS

Following completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs (ATTN: Denise Ehlen, 262-472-5212, ehlend@uww.edu) and to Financial Services by 15 September 2012 for 2011-2012 projects. Funded proposals become the property of the University of Wisconsin-Whitewater and may be used as models to help others prepare submissions. One copy of the unfunded proposal will be retained in the Office of Research and Sponsored Programs. Additional copies—if any—will be destroyed or returned to authors.

FUNDING INFORMATION:

Funds from this program may be used for:

- Fees and tuition for courses at accredited institutions and registration for participation fees at professional workshops, seminars, institutes, etc.
- Course related books and supplies.
- Supplemental additions to the University Library collection.
- Local travel.
- Supplemental living expenses if the program location is beyond ordinary commuting distance. *All out-of-state travel must be reviewed and approved by the department chair and college dean prior to submission of the Faculty Development Grant application. Applicants requesting out-of-state travel must include a UW-Whitewater Travel Approval Request Form as an appendix to the grant application. Applications that do not include a complete Travel Approval Request Form will be returned without review.*
- One (round-) trip to an off-campus location during the project period.
- Winterim stipends: Faculty stipends of \$500 per week (maximum of 2 weeks / \$1,000) for the period 28 December 2011 to 13 January 2012 to be paid on 12 February 2012 or for the period 2 January 2013 to 17 January 2013 to be paid on 12 February 2013.
- Summer stipends: Faculty stipends of \$500 per week (maximum of 5 weeks / \$2,500) for the period 21 May 2012 to 22 June 2012 to be paid on 12 July 2012.
- Supplies, non-capital equipment, presenter/consultant costs, classified staff, limited term employees, graduate assistants, and/or (regular pay) student help.

Funds from this program may NOT be used to:

- Support the completion of a terminal degree.
- Replace institutional travel money for attendance at professional meetings and/or conferences traditionally supported by the department, college, or institutional

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“Professional Development Plan” (PDP) funds. *Applicants are required to disclose how s/he has used/plans to use PDP funding as part of the Faculty Development Grant application. Applications that do not include this disclosure will be returned without review. Contact your Dean for additional information regarding use of/requesting PDP funds.*

- Stipends to Faculty Sabbatical recipients during the Sabbatical term or immediately following the Sabbatical term.
 - Fall 2011 Sabbatical recipients may not receive a Winterim 2011-2012 stipend.
 - Spring 2012 Sabbatical recipients may not receive a spring/summer 2012 stipend.
 - Recipients of 2011-2012 academic year Sabbatical awards are not eligible to receive a Winterim or a spring/summer stipend from the Faculty Development Grant Program during that academic year.

The maximum 2011-2012 Faculty Development Grant award amount is \$5,000. Applications requesting more than \$5,000 will be returned without review.

SELECTION CRITERIA

The Academic Development Committee evaluates proposals for Faculty Development Grants. Applications are highly recommended, recommended, or not recommended for funding. Applications will be considered only if:

- Applicants meet all eligibility requirements and conditions.
- Applications are complete and accompanied by a Transmittal signed by the applicant, the department chair, and the college dean. Incomplete applications will be disqualified and returned to the applicant without review.
- Applications are received on time. Applications for 2011-2012 grants must be received in the Office of Research and Sponsored Programs by **4:00 pm on Monday 17 October 2011**.
- The majority (50% or more) of project activities for 2011-2012 grants must be **completed before** 1 June 2012.
- Non-salary expenditures (e.g. travel, supplies, etc) for the proposed project can be processed between 1 December 2011 and 1 June 2012. Please note that other campus expenditure deadlines related to the end of the fiscal year will be enforced. No expenditures may be incurred after published campus deadlines. No extensions of the budget period will be considered. Unencumbered/unspent non-salary funds will be returned to the campus Faculty Development pool on 1 June 2012.

Applications will be judged upon (in no particular order):

- The overall quality of the proposed project.
- The ability of the applicant to carry out the proposed project.

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- The potential impact the project could have on the achievement of the University's [Strategic Plan](#), [Core Values](#), [Mission](#), [LEAP](#), and/or [Diversity](#) / [Inclusive Excellence](#).
- How well the project fits within the applicant's long-term plans for scholarly research and creative works.

The Faculty Development Review/Section Criteria/Rubric is included as Attachment 2.

Reviewers will evaluate the statement of need, goals and objectives (weighted x 2), methods, timetable, evaluation, dissemination, budget/budget narrative, and applicant qualifications.

Among equally strong proposals, preference may be given to applicants who (in no particular order):

- Have received tenure.
- Directly relate the proposal to the institution's academic needs/the University's Strategic Plan, Core Values, Mission, and/or special priorities (LEAP and Diversity / Inclusive Excellence).
- Address the issue of race and ethnicity or otherwise improve the multicultural environment on campus.
- Have not previously received a UWW award (including, but not limited to, Faculty Development Grant, Summer Faculty Fellowship, Academic Staff Development Grant, Faculty Sabbatical, iHUB, GEAR UP, Grant Writing Fellowship, Strategic Initiative, and/or Inclusive Excellence).
- Demonstrate a significant potential impact on teaching, learning, and/or scholarly research/creative works.
- Propose projects for which no funding sources exist outside the University. If such funds exist, the applicant must demonstrate that this pilot project is vital to development of a competitive proposal submission to an extramural sponsor.
- Propose projects that address University of Wisconsin System initiatives and/pr priorities.

PROPOSAL REVIEW AND AWARDS

At the time a proposal is submitted to the department chair, a copy of the Faculty Development proposal may concurrently be given to the college dean, in order for the latter to monitor the proposal's progress. Applicants must submit the original complete proposal (Transmittal, proposal, budget form, budget justification, and attachments) to the Office of Research and Sponsored Programs by the deadline date and time. Proposals submitted by the deadline will be distributed to the members of the Academic Development Committee for review.

Following the established timelines, the Committee members will individually, as well as jointly, evaluate the proposals. Proposals will individually be highly recommended, recommended, or not recommended. The Academic Development Committee reserves the right to recommend adjusted/modified budgets. Proposals may be collectively ranked in priority order. The Office of Research and Sponsored Programs will forward recommendations to the Provost and Vice

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Chancellor for Academic Affairs who will make final funding determinations. The Provost will convey the results directly to applicants. The communication will include budget information.

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APPLICATION PROCEDURE

One original of the proposal must be received in the Office of Research and Sponsored Programs by **4:00 p.m. on Monday 17 October 2011**. The applicant, the department chair, and the college dean must sign the Transmittal.

PROPOSAL FORMAT

The proposal should include the following (in order):

1. INTRAMURAL APPROVAL AND CERTIFICATION TRANSMITTAL FORM

Investigators must complete the attached Form in its entirety ("Funding Competition Information," "Proposal Information," "Required Clearances" and "Required Signatures" sections.) The Office of Research and Sponsored Programs will only accept applications with a complete Transmittal attached as the proposal cover. This document is available on the Office of Research and Sponsored Programs Funding Web.

2. ABSTRACT

[10 POINTS TOTAL FOR SECTIONS 2 – 4]

Investigators should provide a cogent one-page double-spaced summary of the proposed project using a font no smaller than 11 point. The abstract should provide a quick overview of what you propose to do and an understanding of the project's significance, generalizability, and potential contribution. Project end products/outcomes should be clearly identified. *The abstract must also be submitted electronically to Denise Ehlen, Office of Research and Sponsored Programs, ehlend@uww.edu.*

3. USE OF UWW PROFESSIONAL DEVELOPMENT PROGRAM (PDP) FUNDS

Applicants are required to disclose how s/he has used/plans to use PDP funding as part of the Faculty Development Grant application. Applications that do not include this disclosure will be returned without review. Contact your Dean for additional information regarding use of/requesting PDP funds. Applicants are allowed ONE ADDITIONAL page of narrative to address each separate PDP-funded activity. The following information must be provided:

A. EVENT(S)/ACTIVITY(IES) TO BE SUPPORTED/SUPPORTED BY PDP FUNDS

Include the name of the conference (if presenting), workshop, seminar, and/or a description of the event/activity(s). If entire PDP allocation will support the project described in this Faculty Development Grant application, insert relevant amount as "match" on the transmittal and in the Faculty Development Grant Program Budget Form.

B. EVENT(S)/ACTIVITY(IES) DATE(S) OR PROJECT PERIOD

Indicate the event/activity date(s) if participating in formal conference or workshop (i.e., 1 May 2012 to 4 May 2012). Indicate project period if relevant; for example—15 February 2012 to 1 June 2012, if PDP funds will serve as match to Faculty Development Grant.

C. THE TITLE OF THE PROJECT/PRESENTATION

D. THE AMOUNT OF SUPPORT

Provide details regarding the amount of PDP funds supporting the event(s)/activity(ies).

If PDP funds will be used to support more than one event/activity, applicants must provide information for each/all events/activities.

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4. RESULTS OF PRIOR UWW SUPPORT [IF APPLICABLE]

If the principal investigator (PI) or any co-PI identified on the proposal received grant funding from UWW in the past five years, you must provide information about the prior award(s). Investigators reporting prior support are allowed ONE ADDITIONAL page of narrative to address results of prior support only.

The following information must be provided for each award:

A. THE NAME OF THE UWW GRANT PROGRAM

Include the name of the UWW grant program: Faculty Development Grant, Academic Staff Development Grant, Faculty Sabbatical, iHUB, GEAR UP, Grant Writing Fellowships, Strategic Initiative, Inclusive Excellence, Summer Faculty Fellowship, and/or Faculty Sabbatical awards.

B. THE YEAR OF THE AWARD

Indicate the fiscal year of the award: 2008-2009 academic year (Sabbatical), 2009-2010 phase I (Faculty Development Grant), for example.

C. THE TITLE OF THE PROJECT

D. THE AMOUNT OF SUPPORT

Provide details regarding the amount of grant support as well as any department, unit, college, or division match, if any. If reporting a Faculty Sabbatical, indicate "not applicable."

E. SUMMARY OF THE RESULTS OF THE COMPLETED WORK

You may use the summary section from your UWW Intramural Grant Final Report.

F. PUBLICATIONS, PRESENTATIONS, OR OTHER OUTCOMES RESULTING FROM THE UWW AWARD

Applicants should contact Denise Ehlen, Office of Research and Sponsored Programs, 2243 Andersen, 262-472-5212, ehlend@uww.edu for details regarding intramural grant awards if you do not have relevant information in your records. That office maintains archives for the previous five years.

5. PROJECT DESCRIPTION

Applicants should use a font no smaller than 11 point. The body of the proposal (4. Project Description sub-sections A. to F.) must be no more than 10 double-spaced pages with one-inch margins including:

A. INTRODUCTION/STATEMENT OF NEED [10 POINTS]

Your statement of the problem or need represents the reason behind your proposal. It should be supported by evidence drawn from your experience, from statistics provided by authoritative sources, and from appropriate literature reviews AND of reasonable dimensions, something that could be realistically done in the course of the grant period (1 December 2011 to 1 June 2012). This section of your proposal should summarize the problem, show your familiarity with prior research or work on your topic, reinforce your credibility for investigating the problem, and justify why this problem should be investigated. The statement of need portion of the proposal must also include a clear statement of the work to be undertaken and should outline:

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- i) expected significance;
- ii) relation to the present state of knowledge in the field;
- iii) relation to longer-term goals of the PI;
- iv) connection to department, college, and/or University of Wisconsin-Whitewater's Strategic Plan, Core Values, Mission, special priorities (LEAP and Diversity / Inclusive Excellence); and/or
- v) relevance to University of Wisconsin System priorities (if applicable).

B. GOALS AND OBJECTIVES [WEIGHTED X 2 = 20 POINTS]

Investigators should express project goals (which represent long-range benefits, usually painted in broad-brush strokes); objectives (which are specific, measurable activities that will help you achieve your goals); and tasks (which are the detailed steps or methods that you must do to achieve your objectives.) Investigators are recommended to keep objectives **S-I-M-P-L-E**²:

Specific—Indicate precisely what you intend to change through your project.

Immediate—Indicate the time frame during which a current problem will be addressed.

Measurable—Indicate what you would accept as proof of project success.

Practical—Indicate how each objective is a real solution to a real problem.

Logical—Indicate how each objective systematically contributes to achieving your overall goal(s).

Evaluable—Indicate how much change has to occur for the project to be effective.

C. METHODS [10 POINTS]

The methods section should describe your project activities in detail, indicating how your objectives will be accomplished. Investigators are encouraged to begin with objectives—describe the precise steps you will follow to carry out each objective.

D. TIMETABLE [10 POINTS]

This section augments the methods section and serves as a visual device to clearly communicate exactly what you will be doing and when.

E. EVALUATION [10 POINTS]

Investigators should identify precisely what will be evaluated, what data collection instruments will be used, what evaluation design will be used, what analyses will be completed, and what questions you will be able to answer as a result of the evaluation. Investigators are encouraged to use one or more of the following three types of evaluations:

² Miner, JT and Miner, LE: *Proposal Planning and Writing*. Phoenix: Onyx Press, 1998.

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Formative evaluation (if applicable)—Formative evaluations generate information that will improve the effectiveness of the project during the grant period; that is, they help determine where processes and procedures are working, and whether participants are satisfied with their experiences.

Summative evaluation—Summative evaluations involve collecting data to judge the ultimate success of the completed project. The goal here is to document the extent to which the project objectives are achieved, that is, to what extent did the proposal do what it was designed to do.

Impact evaluation—Impact evaluations generate information to measure the overall worth and utility of the project. An impact evaluation goes beyond assessing whether proposal goals and objectives were achieved and focuses on the project's larger value. This assessment provides essential information about the direction that the project should take in the future and if additional grant funding will be needed.

Applicants are encouraged to review funded proposals for guidance on how to develop an appropriate and competitive evaluation and dissemination plan. Contact the Office of Research and Sponsored Programs to obtain copies (ehlend@uww.edu, x5212).

Additional resources for developing and assessing outcomes may be found online as follows:

- <http://www.nmfs.noaa.gov/trade/howtodogrants.htm#Evaluation>,
- <http://www.mcf.org/mcf/grant/writing.htm#evalua>,
- [Point K: Practical Tools for Planning, Evaluation, and Action](#), and
- <http://nonprofit.about.com/od/foundationfundinggrants/a/proposalevaluat.htm>.

F. DISSEMINATION [10 POINTS]

Include a feasible and appropriate plan for dissemination including a succinct description of any products to result from the project. In addition, investigators should present a plan to provide the necessary project result information to the appropriate audiences (both internal and external) in a form they can use.

6. BUDGET FORM /JUSTIFICATION INSTRUCTIONS [10 POINTS TOTAL]

Investigators must complete the UWW Standard Budget Form. This document is also available on the Office of Research and Sponsored Programs Funding Web.

BUDGET JUSTIFICATION

A project budget is more than just a statement of proposed expenditures. It is an alternate way of expressing your project goals and objectives. Investigators should provide a detailed narrative description for all expenditure items included on the Budget Form. The budget justification should be limited to three double-spaced pages in a font no smaller than 11 point. Investigators are encouraged to:

Show the basis for calculations—If you are requesting consultant fees, include the funding period, amount requested, and primary activity to be completed. For example: Two-day stipend (1 March 2012 to 3 March 2012) for Tom Jones, writing across the curriculum consultant (\$1,000) to develop and deliver a faculty workshop with the following goals...

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Be precise—If you are requesting student help, include the total numbers of hours to be worked, the hourly rate to be paid, the number of days/weeks to be worked, the total funding request to support student help, and a description of student responsibilities. For example: Ten hours student help (\$7.25/hour) for 4 weeks = \$290. Student research assistant will test laboratory experiments designed and developed by the principal investigator, Roberta Smith, Chemistry Department.

Provide a detailed description of all travel—For example: Faculty Development funding is requested to support day trips to the Wisconsin Historical Society—Madison by the project director, Clifford Kennedy. Five trips @ 88 miles round-trip between Whitewater and Madison. [88 miles x \$.485/mile = \$42.68] x 5 trips] = \$213.40. All travel expenses must comply with campus and state policy. Additional information can be accessed on the [Travel Information Office Web](#). *All out-of-state travel must be reviewed and approved by the department chair and college dean prior to submission of the Faculty Development Grant application. Applicants requesting out-of-state travel must include a UW-Whitewater Travel Approval Request Form as an appendix to the grant application. Applications that do not include a complete travel approval form will be returned without review.*

Provide a detailed description of and justification for all services and supplies expenditures—For example: Provide a photocopy of the course description or recent description of the program for which tuition or educational fees are charged and rationale for course/program selection.

7. APPENDICES [10 POINTS TOTAL]

A. BRIEF VITA(E) OF APPLICANT(S) [REQUIRED]

Investigators must provide a brief vita of two pages maximum for each applicant, including only relevant experiences and qualifications of the applicant(s) to undertake the project.

B. UW-WHITEWATER TRAVEL APPROVAL REQUEST FORM [REQUIRED]

Effective 26 November 2008, the Chancellor or designee must pre-approve all GPR/Tuition funded out-of-state travel per System policy. Applicants requesting out-of-state travel must include a UW-Whitewater Travel Approval Request Form (see Attachment 1) as an appendix to the grant application. Applications that do not include a complete Travel Approval Request Form will be returned without review.

C. LETTERS OF SUPPORT

In general, the letters of support should show that the project has significance for the proposer's(s') department/college, and that it does not duplicate materials available elsewhere. If proposals involve technical or highly discipline-specific material, letters of support should clearly specify the project's potential to improve teaching, scholarly research, and/or creative works. Proposals for projects involving other departments, campuses, or agencies should include letters documenting interest and support on the part of potential participants. Single investigator proposals should include a maximum of three letters; collaborative proposals may include more as appropriate.

D. DESCRIPTIONS OF COURSES/WORKSHOPS TO BE ATTENDED

E. BIBLIOGRAPHY

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F. COMPLIANCE DOCUMENTATION

Investigators must submit an Institutional Review Board for the Protection of Human Subjects (IRB) protocol, if the project involves human subjects including notification of the status of the protocol review (pending, under revision, etc.) Investigators must also submit an Institutional Animal Care and Use Committee (IACUC) protocol, if the project involves animals including notification of the status of protocol review (pending, under revision, etc.).

**UNIVERSITY OF WISCONSIN-WHITewater
INTRAMURAL GRANT PROGRAMS
2011-2012 BUDGET FORM**

PROGRAM:						
PROJECT TITLE:						
PI:				PROJECT FUNDING		
PERSONNEL / SALARY				GRANT FUNDING REQUEST	MATCH (if applicable)	TOTAL
Provide basic calculations and totals on this form. Justify each entry in the Budget Narrative. If Match funds are pledged, provide details in the Budget Narrative.						
1. Faculty/Staff (course release, overload, stipend, etc.)						-
2. Non-UW Personnel (consultant, speaker, substitute, etc.)						-
3. Classified Staff						-
4. Limited Term Employees (LTEs)						-
5. Graduate Assistants						-
6. Student Employees Hours: Rate: Total \$0.00						-
Personnel / Salary Sub Total				\$ -	\$ -	\$ -
SUPPLIES & EXPENSES						
Justify each entry in the Budget Narrative with all relevant details. If Match funds are pledged, describe in the Budget Narrative.						
1. <u>Travel</u> (refer to http://www.uwsa.edu/fadmin/travel.htm)						
Airfare						-
Mileage Miles Rate \$0.485 Total \$0.00						-
Lodging # Nights Rate Total \$0.00						-
Meals # Days Rate Total \$0.00						-
Other						-
2. Software/Books						-
3. Office Supplies/Photocopying						-
4. Workshops, etc.						-
5. Other (list items and provide details in Budget Narrative)						-
6. Other (list items and provide details in Budget Narrative)						-
7. Other (list items and provide details in Budget Narrative)						-
8. Other (list items and provide details in Budget Narrative)						-
9. Other (list items and provide details in Budget Narrative)						-
Supplies & Expenses Sub Total				\$ -	\$ -	\$ -
PROJECT FUNDING TOTALS				\$ -	\$ -	\$ -

**REFER TO THE PROGRAM'S REQUEST FOR PROPOSALS FOR PROGRAM-SPECIFIC INSTRUCTIONS,
ALLOWABLE EXPENSES, AND DEADLINES**

The Budget Narrative must be included on (a) separate sheet(s) following the Budget Form

**UNIVERSITY OF WISCONSIN-WHITEWATER
2011-2012 FACULTY DEVELOPMENT GRANT GUIDELINES**

ATTACHMENT 1
UW-WHITEWATER
TRAVEL APPROVAL REQUEST

TRAVELER'S NAME

DESTINATION

PURPOSE OF TRIP

DATE OF DEPARTURE

DATE OF RETURN

ESTIMATED COST \$

Only document match below. Grant information will be added post-award by Research and Sponsored Programs

Fund	Program	Org	Project/Grant

NAMES OF OTHER PEOPLE ATTENDING:

You are welcome to provide an attachment to help justify your travel.

TRAVELER SIGNATURE/DATE

DEPARTMENT HEAD SIGNATURE/DATE

APPROVED NOT APPROVED

Questions to be completed by Dean or Division Head:

Is this travel essential & necessary for you to perform your duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a conference presenter or panelist?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the business be accomplished through other means (teleconference, videoconference, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there alternative sites closer to campus that would result in lower travel costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
In the case of travel to an event, is it necessary for more than one employee from a division to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the information, instead, be shared with colleagues by the person who was authorized to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DEAN OR DIVISION HEAD SIGNATURE/DATE

APPROVED NOT APPROVED

FACULTY DEVELOPMENT REVIEW/SELECTION CRITERIA/RUBRIC

SCALE AND CRITERIA	1	5	10
1 – 4 REQUIRED FORMS AND DISCLOSURES	The applicant did not submit all required forms. The abstract does not provide an overview of the proposed project, significance, etc. Outcomes are not clearly defined. The applicant failed to adequately describe use of PDP funds and/or results from prior UWW support.	The applicant submits some forms. The abstract is vague, requires inference, or is incomplete. The applicant provides some information regarding use of PDP funds and/or previous awards.	The applicant provides all required documentation. The abstract thoroughly describes the project and its significance, generalizability, potential contribution. End products/outcomes are clearly identified. Use of PDP funds and outcomes from previous UWW awards is clear.
5A. STATEMENT OF NEED	Author does not adequately introduce the topic, no evidence-based justification for the project. Little/no discussion of connection between proposed project and experience, literature review, etc. The author does not include a clear statement of work including all necessary components (significance, relation to present state of knowledge in the field, relation to longer-term goals of the PI, connection to Strategic Plan, and/or relevance to System priorities.	Applicant does not adequately introduce the topic, no evidence-based justification for the project. Discussion of the connection between the proposed project and the goals of the grant program is incomplete. The author fails to make a compelling case. Author includes incomplete statement of work and does not address all required components.	The author provides a strong rationale for Faculty Development Grant funding. The connection between the stated project and the discipline is focus is clear and compelling. The statement of work is thorough and addresses all necessary components.
5B. GOALS AND OBJECTIVES [WEIGHTED X 2]	Discussion of project goals and objectives is not included. There is no explanation of how project objectives will be achieved.	The discussion of project goals and objectives is incomplete. There is little explanation of how project objectives will be achieved.	The project goals and objectives are thoroughly described. How project objectives will be achieved is clearly explained. Goals, objectives, and tasks are "S-I-M-P-L-E."
5C. METHODS	The applicant fails to describe project activities in detail. It is unclear how objectives will be accomplished	The applicant describes some project activities. Reviewers must infer some methodological information.	The applicant fully describes project activities in appropriate detail; it is clear how objectives will be accomplished. The author describes precise steps s/he will follow to carry out/achieve each objective.
5D. TIMETABLE	No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility.	A partial description of scheduled activities is provided. Project feasibility is uncertain.	A clear and concise project timetable is provided. The schedule of activities is logical and feasible in relation to project goals, objectives, and budget.
5E. EVALUATION	Information regarding how project goals and objectives will be assessed is not presented. The specified evaluation method is incompatible with project goals and objectives.	A partial explanation of project evaluation is offered. Some elements of the assessment plan and/or methods are unclear.	How project goals and objectives will be assessed is clearly explained. The correct evaluation method is presented and connects explicitly to stated activities.
5F. DISSEMINATION	Project outcomes and/or tangible deliverables are not described. Dissemination is not addressed.	A partial explanation of the project outcomes and/or tangible deliverables is offered. Some elements are ambiguous. It is unclear how outcomes and/or deliverables will be disseminated.	Project outcomes and/or tangible deliverables are thoroughly described. A clear strategy for disseminating is presented.
6. BUDGET AND BUDGET NARRATIVE	Key expenses are neither described nor justified. The method(s) for arriving at budgeted expense categories/amounts is not provided.	Some expenses are described and justified. The method(s) for arriving at budgeted expense categories/amounts is unclear or requires inference.	Key expenses are fully described and justified. The method(s) for arriving at budgeted expense categories/amounts is clearly explained. Budget is directly connected to project description and timetable.
7. QUALIFICATIONS	The project is not compatible with the principal investigator's record of scholarship. No evidence that the project director assembled or will assemble the project components necessary for success is presented. Applicant did not address compliance requirements.	Some connection between the project and the principal investigator's scholarly record is presented. Some necessary project components have been assembled. Some compliance requirements addressed.	Project goals and objectives are directly linked to the principal investigator's record of scholarship. The project director has assembled all project components necessary to achieve goals and objectives. Applicant has addressed all compliance requirements.