Purpose: Mininger grants are administered through the Academic Dean's office to support a faculty scholarship, creative work, and projects that enhance student learning through pedagogical innovation or curricular development. For example, professional development activities may include:

- Participation in or presentation at conferences and other professional events related to the faculty member's research and/or teaching area;
- Engagement in scholarly activity, such as research or publication expenses associated with faculty scholarship or curriculum development.

Proposals should include a means for sharing the work with the academic community through publication or presentation or through an internal report shared with the campus community.

Eligibility: Goshen College teaching faculty (.75 or above) who will be continuing at Goshen College the following academic year. Library faculty with M.L.S. or M.L.I.S degrees are also eligible. Temporary and adjunct faculty are not eligible except under special circumstances. Faculty must submit a report from any previous Mininger grants to be eligible to apply. Reports should be submitted at least a week before the application deadline. Note: *All professional development activities should be **approved by your department chair***, *who will consult the Academic Dean as needed.*

Timing: Proposed grant activity should take place between January 1, 2024, and June 30, 2025. Requests for proposals (RFPs) occur in the spring and fall after mid-term break. Applications must be filed before the professional development or scholarly activity takes place. Only one application can be filed per person per academic year.

- First application due date: **Friday, March 8, 2024, 5:00 PM**
- Second application due dat: **Friday, October 25, 2024, 5:00 PM**

Budget: Mininger grant funds are designed to support projects with costs that surpass other professional development funds you have received through the dean's office, your department, and other internal and external funding sources. Please consult your department chair about using these resources and when a Mininger grant is most appropriate for your project.

- **Annual professional development funds** ($1,000/year) for memberships, conference fees, training programs, materials (books, digital resources). Please consult your department chair for approval of reimbursement. Application not required. For .50 FTE or above. - Use [Reimbursement form](#)
- **New Faculty grants** ($2000) -- Application not required. Use the [Reimbursement form](#) for professional development.
- **Terminal degree tuition support** (up to $5,000/year) for graduate study in a degree program approved by your department chair and the Academic Dean – [Separate Application](#). Faculty applying for Terminal degree completion support need only apply once a year in the spring.

Send an application using the template below to dean@goshen.edu. Note that the cover sheet should be signed by your department chair. The number of awards will vary depending on the number and quality of applications.

Questions should be directed to Beth Martin Birky, associate academic dean, at bethmb@goshen.edu or 574-535-7465.

1. **Cover Sheet** – please use the cover sheet included below

2. **Project Description**
   Discuss the issue, skill, or research question addressed by the project as it relates to the description and outcomes of the grant for which you are applying.

3. **Goals and Specific Objectives**
   Describe goals and objectives of the project. If a colleague or student is working with you on the research/project, outline the details of the collaboration, including the specific roles and responsibilities of each researcher.)

4. **Significance of the Project**
   Discuss the importance of the project and why Goshen College should fund it – e.g. how the research results might advance scholarship in the discipline, enhance the teaching and learning programs of Goshen College, support departmental goals or institutional mission. Explain how the project relates to scholarship, creative projects, or teaching you have done in the past.

5. **Procedures and Methods**
   Describe how the objectives and goals of the project will be achieved. Include a **timeline** for completing these objectives.

6. **Assessment and Dissemination of Results**
   Describe how the results of the project will be shared. Indicate plans to submit the completed project to appropriate peer-reviewed media, other suitable public forums, or the campus community.

7. **Budget** – please use budget worksheet included in this document
   Itemize and justify eligible grant costs; equipment; materials and supplies; travel; student assistants; and other relevant costs. See budget template below.

8. **Previous Awards**
   List any Goshen College grants awarded during the <u>past three years</u> (dates, amount of funding, nature of activity and principal outcomes). In the case of projects that have previously received Faculty Development Grants, progress reports should specify justification for continued funding. At a minimum, describe progress to date, delineate the next phase of the research and explain why continued funding is both necessary and worthwhile. If you have received other non-Mininger grant or gift funding to support this project, please indicate those as well.

9. **Final Report**
   Include link to final report, which should have been submitted after reimbursement and at least a week before submitting a new application. Both the report and reimbursement must be completed to be eligible. (Submit <u>one copy</u> of the final report as an e-mail attachment or link to Google doc to (dean@goshen.edu) Office of the Academic Dean.)

MININGER CENTER GRANT APPLICATION
COVER SHEET
2024-2025

Name: _____

Title of Proposal: _____

_____

*_____   _____
           Applicant Signature   Date

*_____   _____
         Department Chair or School   Date
         Representative Signature

*All professional development activities should be **approved by your department chair**, who will consult the Academic Dean as needed.*

*This Cover Sheet must be signed by both the applicant and department chair. When the applicant is the department chair, the proposal should be signed by the school representative or academic dean.

BUDGET
The standard budget form must accompany each application with projected itemized expenses. Please include a short budget narrative. Other sources of income for the project must be listed. Requested funds may not duplicate or supplant funds provided by other internal or external sources (i.e. CCE faculty grants).

Please note that **technology costs** should be approved by ITS and the Academic Dean (see budget guidelines below). Since all faculty have access to college-owned computers, requests for computers will not be considered unless in rare circumstances where a solid rationale can be made for why a college-owned computer cannot be used in the project. Requests for software or specific equipment necessary for a project will be considered but should be approved by ITS and the Academic Dean.

 INSTITUTIONAL REVIEW BOARD
Any internal grant that seeks support for a research project **involving human subjects** must undergo IRB review as soon as the project has been approved for funding. Please consult Justin Heinzekehr, director of institutional research, regarding questions related to IRB Review. Send approved IRB documentation to dean@goshen.edu before funds can be reimbursed.

EVALUATION CRITERIA
A review board consisting of the associate academic dean, the director of professional development, and a representative from each school reviews all proposals and assesses the strength of the proposal. The associate dean and academic dean's office have final approval on all awards, the number of which may vary each year. Criteria in the rubric include:

Quality
All proposals will be assessed on their merits as presented and on the extent to which the proposals show promise of strengthening faculty member's
- Intellectual/academic professional growth and development,
- Teaching and curriculum, and
- Contribution to their discipline or field.

The project must promote academic and professional development of the applicant through
- Research
- Study
- Critical/or creative activity.

The project must
- Enhance knowledge/performance in an area of specialty or
- Develop a new but related area of expertise.

Specificity and Clarity
Proposals should be written clearly, be succinct and provide specific information on the particular method for completing the project, proposed calendar as well as budget items and amounts.

Outcome
An outcome must be identified (e.g. article on innovative teaching pedagogy; experiment results; new or revised course; original musical composition; creative writing; art work; musical or dramatic performance, etc.). Expectations and outcomes for each grant vary according to the purposes and goals of each grant (see individual grant descriptions).

New Applicants
In general, a proposal from a new applicant will receive priority over a previously-funded faculty member if the proposals are of equal merit. In the case of applicants requesting funding for a project that has been previously supported, the application must clearly state the progress achieved on the project <u>and</u> must also identify <u>new</u> directions that an additional year of funding will enable.

Quality of Prior Reports and Results of Previously Funded Projects
The committee will consider the quality of final reports submitted from persons who have received prior grant funds and the results of prior grant projects (successful publication e.g. of an essay, exhibition or performance of artistic works, successful book contract, etc.) as new award decisions are made.

<u>One copy</u> of the final reports for all funded proposals using the Mininger report template must be submitted to the office of the Academic Dean (dean@goshen.edu) **before** applying for additional Mininger grant funds. **Not filing reports will impact future funding.**

Grant Applications Reviewed by Faculty Development Committee Members
To avoid conflict of interest, proposals from members of the Faculty Development Committee will be reviewed without the applicant present.

MININGER CENTER GRANT (__YEAR___)
<u>BUDGET WORKSHEET</u>
Please copy this template for your own use

Budget may include the following categories..

Estimated Cost

<u>Equipment</u> (Itemize)   _____

<u>Materials/Supplies/Books</u> (Itemize)   _____

<u>Travel</u>
Check <u>Accounting office department forms</u> for most recent approved travel reimbursement allowances
     Mileage (___ estimated miles x $___/mile)   _____
     Tolls   _____
     Parking   _____
     Airfare (lowest competitive)   _____
     Bus/Train/Subway/Shuttle   _____

<u>Housing</u> (lowest competitive)   _____
Price per day x # of days

<u>Food</u>
$40 per day x # of days (estimate)

<u>Student Assistants</u>   _____
$8.25 per hour x # of hours
See Student Worker Manual for most recent information. If requesting a higher wage, please include justification, such as the specialized skill needed and consult the VP for Finance.

<u>Contract/Publication Expenses</u>   _____

<u>Other Expenses (Itemize and explain)</u>   _____

<u>Tuition or Conference Fees</u>   _____

<u>Non-Mininger Sources of Income</u>   _____
Requested funds may not duplicate or supplant funds provided by other internal or external sources (i.e. CCE faculty grants).

<u>Total Mininger Funds Requested</u>   _____

Budget Narrative: Please provide a description and justification for costs in a short budget narrative.