GOSHEN COLLEGE MININGER CENTER

INTERNAL GRANTS FOR TEACHING FACULTY AND LIBRARIANS

GENERAL INFORMATION and APPLICATION FORMS

2019-2020

For the 2019-2020 academic year:

* Teaching Faculty and Librarians may apply for these grants.
* The Faculty Development Committee will award one grant per person per year.

Each grant initiative must result in its own “product” outlined in the appendix to this document called the “Grants Grid.”

I. TYPES OF GRANTS

A. Teaching Faculty and Librarian Professional Development Grants

1. Faculty and Librarian Scholarship ($2000)
2. Conference/Continuing Education ($1000 - $1500)
3. Publication Support ($2000)
4. Terminal Degree Completion ($2000)

II. RECEIPT OF PROPOSALS

All applications are due in the Office of the Academic Dean on ***Friday, March 29, 2019*** by **5:00 p.m.** Please send as word attachments to [hdyckhilty@goshen.edu](mailto:hdyckhilty@goshen.edu) Applications will be reviewed and evaluated by the Faculty Development Committee with notice of awards given to applicants by **Friday, April 12, *2019.***

III. ELIGIBILITY

Goshen College teaching faculty (.50 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.

IV. BUDGET

1. The standard budget form must accompany each application with projected itemized expenses.
2. 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.

V. INSTITUTIONAL REVIEW BOARD

1. Any internal grant that seeks support for a research project involving human subjects must undergo IRB review (if applicable) as soon as the project has been approved for funding.

B. Please see Ken Newbold regarding questions related to IRB Review.

VI. EVALUATION CRITERIA (see also: rubric at the end of Appendix A of this document)

A. 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 contribution to his/her discipline. Theproject must promote academic and professional development of the applicant throughresearch, study, critical/or creative activity. It must enhance knowledge/ performance inan area of specialty or develop a new but related area of expertise.

B. 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.

C. 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). One copy of the final reports for all funded proposals will be submitted to the office of the Academic Dean no later than August 31, 2019. Not filing reports will impact future funding possibilities.

#### D. 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 and must also identify new directions that an additional year of funding will enable.

## E. 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.

F. Grant Applications 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.

APPLICATION AND PROPOSAL FORMAT

* 1. Cover Sheet – please use the cover sheet included in this document

*(see below to use available form)*

* 1. Project Description

*(Discuss the problem or question addressed by the project as it relates to the description and outcomes of the grant for which you are applying.)*

* 1. Goals and Specific Objectives

*(Describe goals and objectives of the project including the timeline for completing these objectives. 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.)*

* 1. 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.)*

* 1. Procedures and Methods

(*Describe how the objectives and goals of the project will be achieved*)

* 1. 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 or to other suitable public forums.)*

* 1. 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. Other sources of income for the project must be listed.)*

* 1. Previous Awards

*(List any Goshen College grants awarded during the past three years (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.*

* 1. Final Report

*(Submit one copy of the final report as an e-mail attachment to (*[*dean@goshen.edu*](mailto:dean@goshen.edu)*) Office of the Academic Dean no later than August 30, 2019.)*

**MININGER CENTER GRANT APPLICATION**

**COVER SHEET**

**2019-2020**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant application for:

A. Teaching Faculty and Librarians Professional Development Grants

🞏 A1. Faculty and Librarian Scholarship

🞏 A2. Conference/Continuing Education

🞏 A3. Publication Support

🞎 A4. Terminal Degree Completion

Title of Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair or School Date  
 Representative Signature

\*This Cover Sheet must be signed by both the applicant and department chair or school representative, scanned and sent as attachment to email along with the application to hdyckhilty@goshen.edu

**BUDGET WORKSHEET 2019-2020**

**Please itemize**: **Estimated Cost**

Equipment \_\_\_\_\_\_\_\_\_\_

Materials/Supplies/Books \_\_\_\_\_\_\_\_\_\_

Travel

Mileage (est. miles @44 cents per mile) \_\_\_\_\_\_\_\_\_\_

Tolls \_\_\_\_\_\_\_\_\_\_

Parking \_\_\_\_\_\_\_\_\_\_

Airfare (lowest competitive) \_\_\_\_\_\_\_\_\_\_

Bus/Train/Subway/Shuttle \_\_\_\_\_\_\_\_\_\_

Housing (lowest competitive) \_\_\_\_\_\_\_\_\_\_

Price per day x # of days

Food \_\_\_\_\_\_\_\_\_\_

$40 per day x # of days (estimate)

Student Assistants \_\_\_\_\_\_\_\_\_\_

$7.25 per hour x # of hours

Contract/Publication Expenses \_\_\_\_\_\_\_\_\_\_

Other Expenses \_\_\_\_\_\_\_\_\_\_

Tuition or Conference Fees \_\_\_\_\_\_\_\_\_\_

Non-Mininger Sources of Income \_\_\_\_\_\_\_\_\_\_

Total Mininger Funds Requested \_\_\_\_\_\_\_\_\_\_

**APPENDIX A:**

**MININGER CENTER**

**INTERNAL GRANTS FOR TEACHING FACULTY AND LIBRARIANS: GRANT CATEGORIES**

**GOSHEN COLLEGE**

**2019-2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TEACHING FACULTY DEVELOPMENT GRANTS** | | | | | |
| **GRANT** | **DESCRIPTION** | **EXAMPLES** | **EXPECTATIONS** | **AWARD AMOUNT** | **OUTCOMES** |
| **Faculty Scholarship**  **A 1** | **To support professional research endeavor, creative work and professional development and to support projects aimed at enhancing student learning through pedagogical innovation or curricular development.** | **Research project or creative activity situated within the applicant’s discipline.** | **1. Presentation at a regional academic conference and/or submit paper for publication**  **2. Presentation at a national academic conference and/or submit paper to a peer reviewed journal** | **Maximum:**  **$2000.00** | **Engagement in scholarly activity of the discipline**  **Network with academic colleagues from other institutions**  **Raise visibility of the institution** |
| **Conference/**  **Continuing Education**  **A 2** | **To support participation/ presentation at conferences and other professional events related to the faculty member’s research and/or teaching area** | **Attend and present a paper at a disciplinary conference.**  **Attend or present at a conference or Institute on teaching and learning.** | **Written report shared with GC teaching faculty on learning from the conference** | **International**  **Maximum:**  **$1500.00**  **U.S.**  **Maximum:**  **$1000.00** | **Engagement in scholarly activity of the discipline**  **Network with academic colleagues from other institutions**  **Raise visibility of the institution** |
| **Publication Support**  **A3** | **To aid with expenses associated with a publishing contract or the production of contribution to faculty member’s research or professional area.** | **Publication of a book.**  **Publication of materials originally developed for a workshop or course.** | **Significant progress toward published work** | **Maximum:**  **$2000.00** | **Faculty Scholarship**  **Published book or chapter in book** |
| **Terminal Degree Completion**  **A4** | **To aid with expenses associated with completion of a terminal degree** | **Tuition, books, travel expenses** | **Written progress report on degree completion** | **Maximum:**  **$2000.00** | **Increase number of faculty with terminal degrees** |

**Rubric for Grant Choices – Mininger Grants for 2019-2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of applicant and name of project:** | | | | |
| **Criteria** | **Exceeds Expectations**  **(5-6 points)** | **Meets Expectations**  **(3-4 points)** | **Does not meet Expectations**  **(0-2 points)** | **Comments** |
| A. Quality  All proposals will be assessed on their merits as presented and on the extent to which the proposals show promise of strengthening a faculty member’s intellectual/academic professional growth and development, teaching and contribution to his/her department or discipline. The project must promote academic and professional development of the applicant through research, study, critical or creative activity. It must enhance knowledge or performance in an area of specialty or develop a new but related area of expertise. | Directly connected to professional growth of applicant in a way that represents new learning | Connected to professional growth directly via association with discipline of applicant or in pursuit of long-time goals | Not connected to professional growth in demonstrable way |  |
| B. 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. | Proposal is consistently aligned with its own goals and explores in new ways how to accomplish them | All parts of the proposal are clear and connected | Budgets and other parts do not connect to the central focus of the proposal |  |
| C. 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). Expectations and outcomes for each grant vary according to the purposes and goals of each grant (see individual grant descriptions). | Outcome is ambitious and will bring recognition to GC in a wide circle | Outcome is clear and will be important for building applicant’s career profile | Outcome is not clearly defined or is not measurable |  |
| **Name of applicant and name of project:** | | | | |
| **Criteria** | **Exceeds Expectations**  **(5-6 points)** | **Meets Expectations**  **(3-4 points)** | **Does not meet Expectations**  **(0-2 points)** | **Comments** |
| D. New Applicants  If there is insufficient funding, 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 and must also identify new directions that an additional year of funding will enable. | Never applied before | Applied before | N/A |  |
| E. 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. | Excellent work in the past | Applicant met expectations in the past | Applicant did not meet expectations in the past |  |
| **Name of applicant and name of project:**  **Overall Comments and rating assuming 2 points for each category in each criteria (ex. “exceeds expectations in A-E” = between 25 and 30 points and “meets expectations in A-E” = between 15 and 20 points):** | | | | |