

NSM OLIN FACULTY DEVELOPMENT FUND

NSM Olin Faculty Development grants are intended to assist NSM faculty in developing research, teaching, and scholarship activities. The program targets projects with grants averaging \$2,000 for costs incurred that extend beyond normal departmental support. Proposals for grants up to \$5,000 will be considered. Appointed faculty from all NSM units are encouraged to apply. Applications are accepted twice per year during the fall and spring quarters.

GUIDELINES FOR OLIN FACULTY DEVELOPMENT APPLICANTS

Eligibility

All appointed faculty (i.e., Teaching Professors, Professors of the Practice, tenure-track and tenured Professors) from NSM units are eligible to apply. Activity must be completed, and funds spent, before the individual's last day of employment at the University of Denver.

Use of the Funds

Olin Faculty Development funds are intended to cover faculty expenses beyond normal departmental support. They are not intended to relieve departmental budgets. Most expenses for research and creative activity are eligible. For example, funds can be used to cover materials, specialized equipment, research assistants, software, books or teaching materials, teaching and curriculum development, samples, etc., as long as said activities are directly related to faculty development. Funds can also be used to cover necessary travel (e.g. transportation, housing, and meals).

Funds cannot be used for:

1. Faculty salary
2. Course release
3. Student research (i.e., for the student's own project)
4. Conference attendance
5. Routine office expenses

Grants are ordinarily made for expenses that have not yet been incurred. Exceptions may be made when time-sensitive opportunities arise in the period between grant application deadlines. An explanation of the nature of the unexpected opportunity must be provided in the budget justification. Such requests will be evaluated solely on the basis of the established criteria, without consideration of the timing of the expense.

Funds ordinarily must be spent within 12 months of the date of the grant award with few exceptions.

Selection Criteria

Evaluation of proposals will be based on the following:

- Importance of the proposed work to the faculty member's professional development.
- Appropriateness of budget. Each funded expense must be eligible for support and explicitly justified. Likelihood of successful completion of the project within the timeline and budget.
- Eligibility criteria.

Required Format

Only proposals submitted on the attached application form will be reviewed. Applications must be in **one electronic file** and have the following elements:

- Applicant Information
- Current Project Information
- Brief Narrative
- Budget
- Budget Justification

Note: Do not attach appendices or vitas. Proposals should be written in a way that is understandable to members of the review committee.

Applications must be submitted to your department chair. Department chairs will review all departmental applications and recommend/forward up to two proposals to the division review committee.

Final Report

A brief (one page) written report must be submitted electronically to the Faculty Committee as soon as possible after the close of the project period, and no later than six months after the funds from the grant have been spent. The report should compare the project's outcome or progress against what was laid out in the proposal. The report is required before the applicant is eligible for future funding from the NSM Olin Faculty Development Fund.

APPLICATION FOR NSM OLIN FACULTY DEVELOPMENT FUNDS

Please complete each section of this application.

I. APPLICANT INFORMATION

NAME _____

DEPARTMENT _____

ACADEMIC RANK _____

OLIN DEVELOPMENT FUNDING RECEIVED IN PAST THREE YEARS:

<u>Project Title</u>	<u>Date</u>	<u>Amount</u>	<u>Date Final Report Submitted</u>
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OTHER INTERNAL FUNDING RECEIVED IN PAST TWO YEARS:

<u>Project Title</u>	<u>Date</u>	<u>Amount</u>	<u>Date Final Report Submitted</u>
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Have you applied for any other funds to support your current project? _____

If so, have funds been approved? _____

If so, provide details about source and amount. _____

II. CURRENT PROJECT INFORMATION

TITLE _____

AMOUNT REQUESTED _____

TIMETABLE FOR USE OF FUNDS _____

Will this project be undertaken while you are on sabbatical? ___ YES ___ NO

Has this project been approved by your Department Chair? ___ YES ___ NO

III. ABSTRACT

Please provide an abstract of no more than 100 words describing your project in a manner understandable by a general audience. If you receive an NSM Olin grant, this abstract may be posted on a webpage devoted to Olin awards, along with other information, including your name, department, and the year in which you received the grant.

IV. NARRATIVE

Please provide a brief narrative—of no more than one single-spaced page in 12-point type—describing your project and **HOW YOU PROPOSE TO USE OLIN** funds. You should address each of the seven criteria on which the review committee will judge your application: (1) concept; (2) rationale; (3) budget; (4) development; (5) reputation; (6) completion; and (7) eligibility. This document describes those criteria on page 1 under "Eligibility" and under "Selection Criteria," and throughout page 7. That said, your narrative should discuss your project, including, but not limited to, the following:

1. Concept: your project itself, including the methodology you plan to employ (if applicable) and how you will use or disseminate the completed work.
2. Rationale: the significance of the project to your field.
3. Budget: the specific ways you will use Olin Development funds.
4. Development: the project's relationship to your professional development.
5. Reputation: the ways in which the project will enhance your academic reputation, your department's reputation, and the University's reputation.
6. Completion: your timetable for the project's completion and your ability to complete the project based on the budget you have proposed.
7. Eligibility: why the eligibility criteria should be interpreted in a manner that qualifies you as a high-priority applicant.

You may want to use subheadings so that the review committee can easily tell where you address each of the seven criteria. Your narrative should be clear, concise, and **non-technical**.

V. OTHER INFORMATION

A. Explain how this proposal constitutes "Faculty Development":

B. How will completing this proposed project affect your teaching/advising during the project period:

C. Briefly explain how this project is outside or beyond your standard teaching/research activities:

D. Why is this project not funded by other sources (PROF or FRF grants, startup funds, external grants, etc.)

VI. Budget

Name		Department	
E-mail		Division	
Project Title			
Salaries	Dates of work	Details	Amount
Student		Purpose	\$
Non-appointed		Purpose	\$
Appointed DU staff		Purpose	\$
Subtotal salaries			\$
Fringe	Rate	Description	Amount
Student	1.7 %	Must be registered as a student for quarters working	\$
Non-appointed	8.0 %	Non-student temporary hire	\$
Appointed DU staff	29.6%	Permanent DU staff (faculty pay not permitted)	\$
Subtotal fringe			\$
Expenses	Dates or Description	Details	Amount
Supplies & Materials		Purpose	\$
-copying, printing,		Purpose	\$
software ...		Purpose	\$
Travel		Location	\$
-airfare, hotel, meals,		Location	\$
transportation...		Location	\$
		Location	\$
Equipment		Purpose	\$
		Purpose	\$
		Purpose	\$
Outside services		Purpose	\$
-includes contractual		Purpose	\$
services such as editing		Purpose	\$
Other		Purpose	\$
		Purpose	\$
Subtotal			\$
Less amount covered by other sources of funding			\$()
Total request (not to exceed \$3,000)			\$

VII. BUDGET JUSTIFICATION

In this section, please justify each budget item. If justification for an item is not specific, the review committee may deduct the item from the amount awarded. If your academic unit is providing support for this project (e.g., secretarial support, graduate research assistance, partial departmental funding, reduction in other assignments, etc.), you should include that support in the budget, but deduct it from the amount you are seeking from the Olin Development by listing it in the "Less amount covered by other sources of funding" line.

In itemizing and/or substantiating each budget item, keep the following sorts of questions in mind:

- If you want the Olin Development Grant to pay for a research assistant, how much are you paying him or her per hour? How did you determine how many total hours the research assistant would need for a given activity?
- If you want the Olin Development Grant to pay for airfare or other transportation, how did you arrive at the dollar amount you are seeking?
- If you want the Olin Development Grant to pay for meals, what is the U.S. government's per diem for meals for the city in which you will be staying?
- If you want the Olin Development Grant to pay for lodging, what is the U.S. government's per diem for lodging for the city in which you will be staying?
- If you want the Olin Development Grant to pay for a budget item that might on the surface appear to some review committee members to be ineligible for Olin Development funding—i.e., faculty salaries, course releases, student projects, conference attendance, curriculum development, or routine office expenses—why should the review committee view the item as eligible? For example, why should the review committee view the item as something other than a routine office expense?
- If purchasing equipment, what is the plan for sustaining the use of this equipment?