



To: All Faculty

From: The Faculty Advancement Committee

Re: Faculty Grants Policy 2023-2024 (revised)

In awarding Faculty Grants, the Faculty Advancement Committee will follow all currently published guidelines and will consider proposals for everything that is currently eligible. Before preparing a proposal, please read **Section A., “Grants-in-Aid,”** of the “Grants-in-Aid, Professional Development Funds, and Travel Grants Policies,” available as an attachment to emails from the committee announcing faculty grant deadlines and on the Grants and Professional Development page of the Dean’s website: <https://www.sbc.edu/dean/faculty-resources/grants-and-professional-development/>.

1. One electronic copy of your complete proposal (word.doc, docx or pdf) must be received by the annual deadlines (October 15, January 31, March 15 unless these dates fall on a weekend—see Faculty Grants Cover Sheet for specific dates for each year). Please email proposals to Cyndi Fein at [cfein@sbcc.edu](mailto:cfein@sbcc.edu).
2. Unused travel funds must be returned within 30 days of the trip.
3. A final report, consisting of a narrative report and a financial report, including all receipts, is due **within 60 days of completion of the project**. Original receipts are required. Please refer to the travel policy and the Guidelines for Grant Reporting for Faculty Grants for details. Please make a copy of all receipts and keep for your records. *Faculty who fail to submit a complete final report will be ineligible to reapply to faculty grants until they do so.*
4. The College’s **current mileage reimbursement rate is \$0.50/mile** (75% of the IRS approved business rate), and the Faculty Grants **meal per diem rate is \$50**.
5. Proposals for conference presentations must include an abstract of your presentation.
6. Proposals for conference presentation and/or attendance must include a conference brochure or advertisement or a screen capture or printout of a webpage(s). A hyperlink itself is not sufficient. The Committee does not have time to conduct compliance investigations for each applicant.
7. The Curriculum Vitae is now limited to three (3) pages maximum; use of the Sponsored Programs CV template is recommended. It can be obtained from Faculty Forms and Information link from the Faculty Documents link on the Dean’s web page (see above).
8. Reimbursements for domestic lodging will generally be capped at the rates set by the U.S. government. These rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Please recognize that these are maximum caps and not the recommended rate. Usually rates substantially lower than the government cap are attainable and the Committee looks favorably on those requests that demonstrate an eye toward frugality. **Exception: If attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available. You must indicate this in your proposal.**
9. If your project might qualify for funding from **Interdisciplinary Studies**, you must indicate this in your proposal narrative.
10. If you have access to any **College funds or budget lines** (other than those in your Faculty Travel account), please indicate in your proposal what they are and how they could be used to support this project.

QUESTIONS: If you have any questions regarding Faculty Grants Policies, please contact the current Chair of the Faculty Advancement Committee or the Director of Institutional Grants.

## **PRIORITIES:**

The primary criterion for funding a submitted proposal continues to be merit, including both the quality of the work proposed and the quality of the proposal itself. Within a set of equally meritorious proposals, the Committee's priorities are:

1. Faculty research and curriculum development/revision projects.
2. Conference attendance in which the faculty member is presenting a paper, performance, etc. which is related to the faculty member's research or teaching interests and obligations.
3. Conference attendance for which detailed evidence is presented to document that attendance will result in the faculty member's professional growth in teaching/research; conference attendance in which the faculty member is chairing a session or panel; other proposals eligible under the guidelines (see Section A. of the "Grants-in-Aid" document).

## **POLICIES:**

1. The Committee recognizes that many faculty maintain competence in their discipline by attending or presenting at the same or similar conferences in their field on a regular basis. However, we expect faculty to commit their own Faculty Travel funds for this purpose and apply for a Faculty Grant only to cover such conference expenses beyond the amount available to them in their Faculty Travel fund.
2. The Committee will not normally fund replacement faculty to allow for course offering expansion unless the courses fall into the Interdisciplinary Studies category, and then normally for one time only. Such funding will be limited to replacement for one faculty member only. Preference will be given to requests that intend for the course to become a regularly offered course or have its course material incorporated into other course offerings. Staffing for new courses should be accomplished by either dropping courses or rearrangement of regular departmental offerings. All proposals of this type must have the support of the chair(s) involved and the program director, if applicable.
3. The Committee does not regularly fund equipment purchases.
4. Publication/dissemination projects will be considered in the 3rd round only (see Section A., "Grants-in-Aid," of the "Grants-in-Aid, Professional Development Funds, and Travel Grants Policies").
5. In order to conserve funds, the Committee may need to cap, or cut back, the amount of support requested in a proposal. It is unusual for an individual grant to be awarded for more than \$5,000.
6. Proposals from faculty members who have received a total of \$15,000 or more in faculty grants over the previous three academic years may receive lower funding priority. When any faculty member submits proposals for continuing or previously funded projects, the committee will look for evidence of productive results from prior support.
7. If a faculty member has not initiated a project awarded in the prior fiscal year and the earmarked funding is still unspent, the Committee may need to ask the faculty member to return the award and reapply for funding, particularly if demand in the current year is high.

## **ADVICE:**

1. When writing your proposal, keep in mind that it is your job to "sell" your ideas to the Committee. Remember, the primary criterion is the merit of the work **AND** the quality of the proposal.
2. The Committee will look favorably upon those applications that demonstrate an effort to be frugal with Faculty Grant funds. When booking airline fares, please compare fares through several different sources. The committee recommends [www.orbitz.com](http://www.orbitz.com), [www.travelocity.com](http://www.travelocity.com) or [www.priceline.com](http://www.priceline.com) as examples. Also remember the government per diem for lodging is used as a cap. It is not the recommended rate nor is it an actual per diem. Receipts are still required for reimbursement of hotel expenses and efforts to book hotel accommodations below the government per diem cap are expected.

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