



PROFESSIONAL DEVELOPMENT GRANTS PROGRAM Summary

RESEARCH ADVANCEMENT GRANTS

The Research Elaboration Grants (REG) program is intended to support faculty members with a strong and continuous record of external funding to engage in activities that promise to advance their research and scholarly activity and securing additional external funding.

Awards

Awards of up to \$15,000 each to be made annually.

Use of Grant Funds

REGs will provide support for a broad range of acceptable costs to support the purposes of the grant, including travel, subsistence, program registration, summer salary, graduate research assistants and/or other labor costs essential to the project, and materials/equipment costs that are essential to the conduct of the project.

RESEARCH INCENTIVE GRANTS

The Research Incentive Grants (RIG) program is intended to support faculty members to engage in the preparation of proposals that show promise of external funding that will advance their research and scholarly activity.

Awards

Although an upper limit of \$5,000 has been established for these grants, awards are expected to be in the range of a few thousand dollars, with the average award being about \$2,500.

Use of Grant Funds

RIGs will provide support for reassigned time, summer salary, graduate research assistants as support staff for faculty research only, and other labor costs essential to the project.

LEARNING TECHNOLOGIES GRANTS

The purpose of the Learning Technologies Grants (LTG) program is to enhance teaching and learning in the College of Education at the University of South Alabama through the innovative use of media and information technologies.

Awards

The average award is about \$5,000 with a maximum of \$10,000 for two years.

Use of Grant Funds

LTGs will provide support for equipment and software essential to the instructional innovation being proposed, in-house or outside design and production services, external consulting, materials, technical staff support, and travel specifically related to completing the project including general expenses of developing the project, such as books, software, supplies, materials, and services that are essential to the project (publication charges are not allowed), and other labor costs essential to the project.

RESEARCH DEVELOPMENT GRANTS

The goal of the Research Development Grants (RDG) program is to support and encourage the development of strong programs of research and creative scholarship by junior or inexperienced faculty members throughout the College.

Awards

Although an upper limit of \$5,000 has been established for these grants, awards are expected to be in the range of a few thousand dollars, with the average award being about \$2,500.

Use of Grant Funds

RDGs will provide support for general expenses of research, equipment essential to the research being proposed, travel costs that are essential to the conduct of the research, graduate research assistants as support staff for faculty research only, and other labor costs essential to the project.

INTERNATIONAL TRAVEL ASSISTANCE GRANTS

The International Travel Assistance Grants (ITAG) program is intended to provide support for travel in connection with international meetings and/or engaging in or establishing partnerships/exchange programs outside the United States.

Awards

An upper limit of \$2,000 has been established for these grants. Grantees cannot re-apply for this program within three years of receiving an ITAG.

Use of Grant Funds

Awards will be limited to support for round-trip air fare at the lowest available price (APEX, SuperSaver, or similar) between Mobile and the major international airport nearest the meeting site. Priority will be given to proposals that show promise of collaborative research and/or establishing faculty and student exchange programs.



COLLEGE OF EDUCATION

UNIVERSITY OF SOUTH ALABAMA

PROFESSIONAL DEVELOPMENT GRANTS PROGRAM General Guidelines

The College of Education is committed to providing financial support to encourage the development of strong programs of research and creative scholarship by faculty members throughout the College through its Professional Development Grants Program. The level of funding for this program is contingent upon the availability of funding and subject to periodic review of its effectiveness in meeting stated goals.

Purpose

The Director of the Office of Contracts & Grants (OC&G) solicits proposals from members of the College of Education faculty for financial support of research projects through the Professional Development Grants (PDG) Program. Although the quality and significance of the work proposed are of paramount importance, special consideration will also be given to other factors relevant to the college-wide nature of the program. In this sense, grants may be considered "seed money" in that they should lead to the growth and development of continuing programs of research and scholarship. Longer-term support should be sought from external sources.

Eligibility

Submission of proposals for PDGs is limited to full-time faculty in the College of Education unless otherwise specifically stated in the guidelines for the specific grant. Each team proposal must have a project director who is expected to play a significant role in project development and implementation. (Temporary, visiting, adjunct, or part-time faculty members are not eligible, nor are pre- and postdoctoral research associates.)

Only one proposal may be submitted by any eligible individual for funding consideration at the same time. If appropriate, proposals may be submitted jointly by more than one individual, but no individual may serve as applicant on more than one project, whether joint or single. No proposal may be submitted by an applicant who has an active Professional Development Grant (i.e., a grant for which a final report has not been submitted). Faculty members who are awarded a PDG may not apply for the same specific award for a period of three calendar years from the date of the award under any circumstances.

It is expected that those who receive a Professional Development Grant will continue to meet the eligibility requirements as regular faculty. Any grant recipient who, because of resignation, dismissal, non-renewal, or any other reason, fails to remain eligible as defined above at least through May 15th of the award year may be required to return the grant.

Funding

In general, limited overall funding of the PDG program dictates that proposals with large budgets must have strong justification to receive high priority. Funds are not intended as a source of continuing support for an ongoing program, nor should they be viewed as an alternative source of funds for programs already developed to a level that normally would justify support from external agencies. Neither should they provide "matching" funds, where such funds are required as part of an external proposal or travel funds to attend regular professional meetings. Further, as a condition of accepting an award, the grantee must promptly notify the Office of Contract & Grants if external funding is subsequently obtained to support any of the items requested in the proposal.

Format

All proposals should be prepared using Microsoft Word, double-spaced, using 12-point type and 1 inch margins and adhere to page limitations of the specific grants program, including the cover sheet and excluding the curriculum vitae and attached forms. Proposals must conform to the specific format, with sections presented in the prescribed order, or they will be returned for revision prior to further review.

Timelines

Grants will ordinarily be awarded for use during a period not to exceed 12 months from the time of the award. Proposals may be submitted for projects requiring a longer period, but the award of funds will require strong justification for the additional time and will be contingent upon a successful review and approval of progress made during the first year of work.

Submission Deadlines

One hard copy of the proposal including the signed cover page and all appendixes should be submitted to the Office of Contracts & Grants by the published deadline for the specific program. Staple proposals in the upper left hand corner only; do not use binders or plastic covers. An electronic copy of the proposal should accompany the hard copy. Proposals submitted after the deadline will be considered only as funds are available.

Review

All proposals will be peer reviewed by subcommittees comprised of faculty who are familiar with funded research and the relevant disciplines represented within the College. The recommendations of these subcommittees are forwarded to the Director of the Office of Contracts & Grants for final funding decisions subject to review and approval by the Dean. In preparing proposals for specific grants, an applicant should remember that these review committees cannot include specialists in every field. It is very important, therefore, that proposals communicate the significance of the work to scholars from other disciplines, as well as provide enough detail to permit technical evaluation by those more familiar with the area.

Reviewers serve their colleagues on a voluntary basis, and it is imperative that proposals be submitted in a format that does not make inordinate demands on their time. For this reason, limitations on both length and style have been established and will be enforced. The format requirements for proposals given in the guidelines for each program are written with these restrictions in mind and it is essential that applicants follow them as closely as possible.

"Pilot studies" opening a new area of research will have an advantage over proposals to continue an already well-developed program. Similarly, a proposal in a field where extramural support is very limited may receive a degree of preference relative to one that appears ready to compete effectively in an area that is well-funded externally. Where such factors are relevant, the proposal must make them clear. Reviewers will take into account the nature and number of exemplary projects that can be awarded with available funds and may offer partial funding for selected projects.

Although not applicable to all proposals, among the major points that reviewers will consider, are:

1. General:

- a. Does the proposal communicate the importance of the work and the enthusiasm of the applicant?
- b. Have the format guidelines for the proposal been followed correctly?

2. Significance:

- a. Is the importance of the project within its field made clear?
- b. Is the field one that is, or should be, within the scope of the College's research, instructional, and/or service programs?
- c. Is the project significant to the development of a program of scholarly activity (i.e., teaching, research, and service) by the applicant?

- d. What is the likely impact completion of the project will have upon program, Department, College and/or University strategic priorities?

3. Project Design:

- a. Is the purpose clear, are the objectives clearly defined, and is the basic question to be answered clearly identified?
- b. Are all necessary facilities and/or resources available, excluding those specifically requested?
- c. Does the applicant (or members of the project team) have the necessary background and expertise to complete the project?
- d. Are project activities well planned, and do they realistically fall within an appropriate timetable?
- e. Is the evaluation plan sufficiently detailed and appropriate to the proposed project?

4. Budget:

- a. Have all items requested been clearly justified?
- b. Is the amount requested reasonable and consistent with the total funding available to this specific grant program?
- c. If equipment is requested, has the possibility that it is already available elsewhere on campus been explored?
- d. If support for graduate students is requested, is it clear that their activities are essential to the applicant's research program?
- e. Is there evidence of commitment and support from the requesting unit(s) for the project, including cost sharing?

5. Appropriateness to this specific professional development grants program:

- a. Is the proposal consistent with the purposes of Professional Development Grants program to support and encourage the development of strong programs of research and creative scholarship by faculty members throughout the College?
- b. Is the proposal consistent with the purposes of the specific grants program for which the proposal is submitted?
- c. Will the proposed project increase the capacity of the applicant to develop a program of high quality research?
- d. Will the proposed project lead to further funding from external sources if continued support is needed and normally available in this area of research?
- e. Would it be more appropriate for this proposal to be submitted directly to an external sponsor?

Appendices

1. Current Curriculum Vitae

Attach a copy of the applicant's current curriculum vitae, including a list of previous support, if any, received from the Faculty Development Grants Program and any publications, presentations, and/or external funding that results from this support.

2. Forms

All research carried out under the sponsorship of a Professional Development Grant is subject to all of the College's and University's standing policies regarding research. In particular, projects involving human subjects must obtain the necessary approvals before commencing work. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved. Biohazard, Animal Use, and Human Subject forms, if appropriate, should be submitted to the appropriate office. Approval must be gained before funds will be released.

Reports

Final reports for all projects must be submitted within 30 days following the conclusion of the funding period specified in the original award. Final reports should include information on any publications, presentations, and/or grant proposals generated as a result of the grant and should be based upon the evaluation criteria in the original proposal. Progress reports for projects extending beyond one year will be

required at the end of 12 months summarizing what has been accomplished during the grant period to that date. A final report will be required as specified above. All projects must also be available for quarterly reviews by representatives from the Office of Contracts & Grants. Awardees who fail to file reports as specified above risk termination of the grant and loss of eligibility for further participation in the PDG Program.

Acknowledgement

Funds for the awarding of Professional Development Grants come from the College of Education and any publications resulting from the projects awarded should contain the following author's note:

This research was supported in part by funding from the Professional Development Grants Program of the College of Education, University of South Alabama.



RESEARCH ADVANCEMENT GRANTS General Guidelines

Purpose

The Research Elaboration Grants (REG) program is intended to support faculty members with a record of external funding to engage in activities that promise to advance their research and scholarly activity and securing additional external funding.

Awards

Awards of up to \$15,000 each to be made annually.

Use of Grant Funds

REGs provide support for a broad range of acceptable costs to support the purposes of the grant, including travel, subsistence, program registration, summer salary, graduate research assistants and/or other labor costs essential to the project, and materials/equipment costs that are essential to the conduct of the project.

Oversight

Format

All nominations must be prepared using the layout described below, including budget format in Microsoft Word, double-spaced using 12-point font (or equivalent) with a minimum of 1" margins. The entire document, including the cover page and excluding the curriculum vitae and attached forms, must not exceed 2 pages and must conform to the following format:

Cover Page including abstract (100-word maximum)

1. Purpose: Provide a brief narrative of the purposes for the award and its intended outcomes
2. Significance: Describe the significance of the project to the continued development of a program of scholarly activity by the nominee and the likely impact completion of the project will have upon program, Department, College and/or University strategic priorities?
3. Budget Justification
 - a. Will the proposed project increase the capacity of the applicant to develop a program of high quality research that will lead to further funding from external sources?
 - b. Is the amount requested reasonable and consistent with the total funding available to this specific grant program?
 - c. If equipment is requested, to what extent is it necessary to advancing the nominee's research and scholarly activity?
 - d. If support for graduate students is requested, to what extent are their activities essential to the applicant's research program?
 - e. Is there evidence of commitment and support from the requesting unit(s) for the project, including cost sharing?

Submission

Nominations are solicited from Department Chairs this program This program is open only to faculty with a continuous record of externally funding and

Evaluation Criteria

1. Purpose and quality of the project including relevance to priorities of the unit, the College, and the University.
2. Extent to which students will interact directly with the proposed learning technologies.
3. Extent of collaboration across participating units.
4. Anticipated overall impact on program, department, and/or College, including number or proportion of students affected.
5. Potential application to other academic areas.
6. Budget justification and clarity.
7. Commitment and support of the requesting unit(s) for the project, including cost sharing.

Review and Awards

Proposals will be reviewed by the Director of the OC&G for recommendation to the Dean based on the listed evaluation criteria. In addition, the review takes into account the nature and number of exemplary projects that can be awarded with available funds and the possibility of partial funding for selected projects. Awardees will be required to report each semester to the OC&G on progress toward or completion of the project. Representatives from the OC&G may make onsite visits to projects as part of the evaluation process.

Awards will be announced and funds will be released when the review process is completed. One hard copy of the proposal including the signed cover page should be submitted to the OC&G. In addition, an electronic copy of the proposal should also be submitted as a document attachment to a message sent by e-mail to the Director of the OC&G.



RESEARCH INCENTIVE GRANTS Application Guidelines

Purpose

The Research Incentive Grants (RIG) program is intended to support faculty members to engage in the preparation of proposals that show promise of external funding that will advance their research and scholarly activity. Faculty whose proposed activities are both innovative and address Department, College, and University strategic priorities are strongly encouraged. Faculty members with little previous experience in securing external funding are especially encouraged to apply.

Awards

Although an upper limit of \$5,000 has been established for these grants, awards are expected to be in the range of a few thousand dollars, with the average award being about \$2,500.

Use of Grant Funds

RIGs will provide support for reassigned time, summer salary, graduate research assistants as support staff for faculty research only, and other labor costs essential to the project. This program does not support requests for equipment or travel to professional meetings, even to report on activities supported by a RIG.

Oversight

Documentation of activities, identification of tangible products, and plans for securing external funding to extend the grant should be reported within 30 days of the conclusion of the period of the award. Potential sources of support for continuing the program initiated by the grant should be identified.

Format

All proposals must be prepared using the layout described below, including budget format in Microsoft Word, 12 point font (or equivalent) with a minimum of 1" margins double spaced.

The entire document, including the cover page, must not exceed 5 pages and must conform to the following format:

Cover Page including abstract (100-word maximum)

All tenure track faculty are eligible to apply for a research incentive grant through the Office of the Associate Dean for Development and External Affairs. Awards typically support reimbursement for registration, meals, travel, and lodging not to exceed \$1,000 in total for professional development activities that show promise of enhancing the awardee's prospects for securing external funding. Individuals may not receive more than one award in any calendar year.

Interested faculty members should make a written proposal to their Department Chairperson, including: (1) a rationale for why it would be important for the faculty member to engage in the proposed activities; (2) a description of how participation would help to advance their research and scholarly activity; and (3) identification of potential sources of support for continuing the program of research initiated by the

grant. Proposals should not exceed 500 words and should be accompanied by a current vita. Proposals will be reviewed by a committee of faculty members and evaluated against the following criteria: (1) the potential impact on the scholarly activity of the faculty member; (2) the significance of the faculty member's area of research to advancing the mission and vision of the College; and (3) the likelihood that participation will enhance prospects for external funding. Faculty members with little previous experience in securing external funding are especially encouraged to apply.

All proposals must be approved upon the signature of the appropriate Department Chairperson and submitted to the Associate Dean's Office by 5 pm October 15th. The selection process is competitive, with up to ten awards being provided to the best of those proposals submitted for consideration. Awardees are required to file a brief evaluation of the proposed activities, a summary of what they learned, and a preliminary proposal outlining how they intend to apply these learnings to their own scholarship with their request for reimbursement.

Review and Awards

Proposals will be reviewed competitively by a committee of faculty appointed by the OC&G based on the listed evaluation criteria. Proposals that show the greatest promise of improving the applicant's capacity for engaging in a sustained program of high quality research and that are likely to enhance the grantee's prospects for securing external funding will receive the highest priority. The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee.



**COLLEGE OF
EDUCATION**
UNIVERSITY OF SOUTH ALABAMA

RESEARCH INCENTIVE GRANT APPLICATION Cover Page

Applicant's Name _____ Position _____

Department _____ Campus Address _____

Phone Number _____ Email Address _____

Inclusive Dates: From _____ To _____

Abstract: (100 words maximum)

Evaluation by Department Chairperson

Accuracy of statements asserted in the proposal

Significance of the proposal to the applicant's professional development and the Department's strategic priorities

Funds Requested \$ _____ and In-Kind Contribution (if any) _____

SIGNATURES

Applicant

Department Chairperson

Date

RETURN TO: Office of Contracts & Grants, UCOM 3600, College of Education, University of South Alabama



LEARNING TECHNOLOGIES GRANTS

Application Guidelines

Purpose

The purpose of the Learning Technologies Grants (LTG) program is to enhance teaching and learning in the College of Education at the University of South Alabama through the innovative use of media and information technologies. Projects must focus on the innovative use of technology to enhance the educational experiences of students. Projects given the highest consideration will engage students directly with technology and will be interdisciplinary, drawing upon the expertise of faculty across the greatest number and/or range of programs and departments.

Awards

The average award is about \$5,000 with a maximum of \$10,000 for two years. No more than \$5,000 can be requested for a one-year project or for the first year of a two-year project. Two-year projects will be rare and subject to availability of funds and demonstration of sufficient progress with a maximum total award of \$10,000. Projects requesting more than \$1,000 are required to have partial support from other resources such as departmental funds or external grants in addition to the requested funds. Equipment and software matching, faculty reassignment, and travel can all be considered as support. Funds can be granted to individual faculty, programs, academic departments, or collaborating teams of faculty from multiple programs and/or departments in the College.

Use of Grant Funds

LTGs provide support for equipment and software essential to the instructional innovation being proposed, in-house or outside design and production services, external consulting, materials, technical staff support, and travel specifically related to completing the project, including general expenses of developing the project, such as books, software, supplies, materials, and services that are essential to the project (publication charges are not allowed), and other labor costs essential to the project. Funding cannot be applied to graduate assistantships or replacement of existing laboratory or classroom equipment or facilities renovation. Routine upgrades or modernization should not be requested from this program.

Oversight

Each project must have a Project Director who is a full-time faculty member located in an academic department of the College. All Project Directors are expected to play a significant role in project development and implementation. Awarded projects must be documented. Progress reports for two-year projects and final reports for all projects must be submitted within 60 days following the conclusion of the funding period specified in the original award. Projects must also be available for site visits by representatives from the College's Office of Contracts & Grants (OC&G).

Format

All proposals must be prepared using the layout described below, including budget format in Microsoft Word, double-spaced using 12-point font (or equivalent) with a minimum of 1" margins. The entire document, including the cover page and excluding the curriculum vitae and attached forms, must not exceed 5 pages and must conform to the following format:

Cover Page including abstract (100-word maximum)

1. Project Description

- a. General description of project including a concise description of the following:
- b. nature of the innovation
- c. need/rationale

- d. relevance of the project to unit, College, and University strategic priorities
- e. specific courses benefiting from the project
- f. number of students served, including undergraduate and graduate

2. Learning Outcomes

- a. Learning outcomes and how resources will be used to achieve these outcomes
- b. Methods for evaluating the project and learning outcomes (subsequent reports on successful grants will be judged in part on the evaluation criteria presented in the proposal)
- c. Potential applications in other academic areas

4. Support Plan

- a. Staffing and resources to be used to continue the initiative following LTG funding.

5. Budget

- a. List technology, materials, and other resources requested
- b. Itemize all project costs including external funding and support as well as requested funding from the LTG program.
- c. Budget justification narrative
- d. Timeline for development of the project

Note. Incomplete proposals or those not complying with the requirements and format outlined above will not be considered.

Submission

The initial application deadline is October 1st. Proposals submitted after the deadline will be considered as funds are available. Awards will be announced and funds will be released when the review process is completed. One hard copy of the proposal including the signed cover page should be submitted to the OC&G. In addition, an electronic copy of the proposal should also be submitted as a document attachment to a message sent by e-mail to the Director of the OC&G.

Evaluation Criteria

1. Purpose and quality of the project including relevance to priorities of the unit, the College, and the University.
2. Extent to which students will interact directly with the proposed learning technologies.
3. Extent of collaboration across participating units.
4. Anticipated overall impact on program, department, and/or College, including number or proportion of students affected.
5. Potential application to other academic areas.
6. Budget justification and clarity.
7. Commitment and support of the requesting unit(s) for the project, including cost sharing.

Review and Awards

Proposals will be reviewed by a committee of faculty appointed by the OC&G based on the listed proposal evaluation criteria. These criteria are weighted with the highest weight assigned to proposal evaluation criteria 1, 2, and 3; followed by 4 and 5; with the lowest weight assigned to 6 and 7. In addition, the review take into account the nature and number of exemplary projects that can be awarded with available funds and the possibility of partial funding for selected projects. Project Directors of successful proposals will be required to report each semester to the OC&G on progress toward or completion of the project. Reports should be based upon the evaluation criteria in the original proposal. Representatives from the OC&G may make onsite visits to projects as part of the evaluation process.



LEARNING TECHNOLOGIES GRANT APPLICATION Cover Page

Project Director _____

Position _____ Department _____

Campus Address _____ Phone Number _____

Email Address _____

Title of Project _____

Requesting Unit (individual, faculty group, program, and/or department) _____

Abstract (100-word maximum)

	Year 1	Year 2 (if requested)
Funding Requested from LTG	\$ _____	\$ _____
Matching Funds	\$ _____	\$ _____

SIGNATURES

Applicant _____ Date _____

Applicant's Department Chairperson _____ Date _____

Collaborating Department Chairperson _____ Date _____

RETURN TO: Office of Contracts & Grants, UCOM 3600, College of Education, University of South Alabama



RESEARCH DEVELOPMENT GRANTS Application Guidelines

Purpose

The goal of the Research Development Grants (RDG) program is to support and encourage the development of strong programs of research and creative scholarship by junior or inexperienced faculty members throughout the College. Grants for this program are intended to support the development of new programs of research and creative scholarship. In this sense, grants may be considered "seed money" for research in that they should lead to the growth and development of continuing programs of research.

Awards

Although an upper limit of \$5,000 has been established for these grants, awards are expected to be in the range of a few thousand dollars, with the average award being about \$2,500.

Use of Grant Funds

RDGs provide support for general expenses of research, materials, equipment essential to the research being proposed, travel costs that are essential to the conduct of the research, graduate research assistants as support staff for faculty research only, and other labor costs essential to the project.

RDGs will provide support for the following categories of expenditure:

1. General expenses of research, such as books, software, supplies, materials, and services that are essential to the project. (Publication charges are not allowed.)
2. Equipment essential to the research being proposed. (Equipment requests should relate to a particular project, even though the equipment will be used beyond its conclusion; more general equipment funding or equipment to be used in primarily instructional projects should be requested from the Learning Technologies Grants Program.)
3. Travel costs, including subsistence, that are essential to the conduct of the research. (Travel to professional meetings, even to report on research supported by a RDG, will not be funded through this program.)
4. Salary support for applicants may be requested only for those on nine-month appointments and only where the salary support will provide relief from a significant summer teaching commitment. A maximum amount of 1/9 of academic year salary (one month's salary) may be requested. (This amount may be supplemented by the department if funds are available.)
5. Graduate Research Assistants may be employed as support staff for faculty research only. RDGs are not intended to support a student's thesis or dissertation research. Proposals requesting graduate student stipends should make clear the role played by the student in the applicant's research program.
6. Other labor costs essential to the project.

Oversight

Quarterly progress reports are required of all faculty awarded a RDG. Final reports for all projects must be submitted within 30 days following the conclusion of the funding period specified in the original award. Projects must also be available for site visits by representatives from the College's Office of Contracts & Grants (OC&G).

Format

All proposals must be prepared using the layout described below, including budget format in Microsoft Word, double-spaced using 12-point font (or equivalent) with a minimum of 1" margins. The entire document, including the cover page and excluding the curriculum vitae and attached forms, must not exceed 5 pages and must conform to the following format:

Cover Page including abstract (100-word maximum)

1. Rationale

Describe what you hope to accomplish, why it is important to your professional development, how it relates generally to research and scholarly activity in your field, and how participation would help to advance your research and scholarly activity.

2. Professional Development Plan

Provide a detailed rationale for what you propose to do, the skills and/or knowledge you hope to gain through activities supported by the grant, and potential sources of support for continuing the program initiated by the grant.

3. Research Plan

Provide a detailed description of what you propose to do, in what activities you will be engaged, and how you plan to assess the intended impact of your project. Establish the merit and feasibility of the project. Include procedures, facilities and equipment available, and a timetable for completing the work. Identify methods for assessing the extent to which the project has met anticipated goals and for documenting success.

4. Budget

The proposed budget should be specific and directly related to the stated objectives of the project. A detailed list should be provided of tasks, time commitment, work products, and salary for each person for whom funding is requested. General expenses (e.g., books, office supplies, lab supplies, services), equipment items over \$1,000, and any travel should be documented

The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee. Each item in the budget must be justified as an expenditure required by the research plan and not be available through other sources. If summer salary is requested, the teaching commitment from which relief is sought should be identified. If large items of equipment are requested, this section must indicate whether similar equipment already exists on campus and, if so, how fully it is currently utilized

Submission

Applications should normally be submitted by May 1st of the academic year prior to undertaking the purposes of the grant and should be aligned with the faculty development goals agreed upon between the applicant and the Department Chairperson. Proposals submitted after the deadline will be considered as funds are available. Awards will be announced and funds will be released when the review process is completed. One hard copy of the proposal including the signed cover page should be submitted to the OC&G. In addition, an electronic copy of the proposal should also be submitted as a document attachment to a message sent by e-mail to the Director of the OC&G.

Endorsement

Proposals should contain a statement from the department chairperson attesting to the accuracy of statements asserted in the proposal and providing a rationale for the significance of the proposal to the applicant's professional development and the strategic priorities of the department, the College, and the University.

Evaluation Criteria

1. Clarity of purpose, realistic plan of proposed activities, and probability the proposed project will lead to further funding from external sources if continued support is needed and normally available in this area of research?

2. Significance of the project to the development of a program of scholarly activity by the applicant and increase the capacity of the applicant to develop a program of high quality research
3. Alignment of the project with program, Department, College and/or University strategic priorities.
4. Clear budget justification consistent with the stated purposes of the program and the project. If support for additional support personnel is requested, is it clear that their activities are essential to the applicant's research program?
5. Strength of endorsement by applicant's department chairperson, including in-kind support.

Submission

Evaluation Criteria

A strong priority is placed in this program on developing the research initiatives of new faculty members and the most junior faculty members. Proposals from more senior faculty who have little previous experience with funded research should apply for a Research Incentive Grant. Successful proposals will be directed to the development of new programs of research and creative scholarship that are tightly linked to developing the capacity of the applicant to engage in a systematic program of research that is consistent with Department, College, and University priorities and shows promise of external funding.

Review and Awards



**COLLEGE OF
EDUCATION**
UNIVERSITY OF SOUTH ALABAMA

INTERNATIONAL TRAVEL ASSISTANCE GRANTS Application Guidelines

Purpose

The International Travel Assistance Grants (ITAG) program is intended to provide support for travel in connection with international meetings and/or engaging in or establishing partnerships/exchange programs outside the United States. Projects given the highest consideration will engage faculty in projects with the promise of significant sustainability beyond the proposed activity.

Awards

An upper limit of \$2,000 has been established for these grants. Only full-time faculty members in the College of Education are eligible to apply for these awards. Grantees cannot re-apply for this program within three years of receiving an ITAG. (a) Awards will be limited to support for round-trip air fare at the lowest available price (APEX, SuperSaver, or similar) between Mobile and the major international airport nearest the meeting site. Some commitment of funds by department, other unit on campus, or research grant will normally be required.

Use of Grant Funds

Awards will be limited to support for round-trip air fare at the lowest available price (APEX, SuperSaver, or similar) between Mobile and the major international airport nearest the meeting site.

Oversight

Documentation of participation (original letter of invitation, copy of program, MOU, verification of additional support, etc.), copy of itinerary with cost for airfare, and endorsement of department chairperson is required. Fulfillment of awarded projects must be documented detailing the activities, tangible outcomes, and projections for sustaining future collaboration. Final reports must be submitted with requests for reimbursement of expenses.

Format

All proposals must be prepared using the layout described below, including budget format in Microsoft Word, 12 point font (or equivalent) with a minimum of 1" margins double spaced.

The entire document, including the cover page, must not exceed 3 pages and must conform to the following format:

Cover Page including abstract (100-word maximum)

1. Project Description

- A. General description of project including a concise description of the following:
 1. nature of the meeting
 2. applicant's role in the meeting
 3. the process by which participants were selected
 4. relevance of the meeting to the unit, College, and University strategic priorities
 5. significance of the applicant's attendance and participation
 6. specific benefits/outcomes to be realized by attendance

2. Documentation

- a. Original letter of invitation, copy of program, MOU, etc.

- b. Cost of airfare and verification of additional support.
- c. Copy of itinerary
- d. Endorsement of department chairperson is required.

3. Budget

- a. Amount of funds requested
- b. Source and amount of additional support
- c. Timeline for expenditure of funds

Note. Incomplete proposals or those not complying with the requirements and format outlined above will not be considered.

Submission

Applications will be accepted for review according to the following schedule:

<i>Travel Dates</i>	<i>Deadline for Submission</i>
August 15 – February 14	April 15
February 15 - August 14	October 15

Proposals submitted after the deadline will be considered as funds are available. Awards will be announced and funds will be released when the review process is completed. One hard copy of the proposal including the signed cover page should be submitted to the OC&G. In addition, an electronic copy of the proposal should also be submitted as a document attachment to a message sent by e-mail to the Director of the OC&G.

Evaluation Criteria

- 1. Nature, purpose, and quality of the meeting, including relevance to priorities of the Department, the College, and the University.
- 2. Significant outcomes to be realized from the applicant's participation.
- 3. Budget justification and clarity.
- 4. Commitment and support of the requesting unit(s) for the project, including cost sharing.

In general, large international meetings on very specialized topics and significant international congresses will have higher priority than annual meetings of membership organizations. Priority will be given to those who present research papers, performances or exhibits and/or have demonstrated capacity for establishing international partnership/exchange.

Review and Awards

Proposals will be reviewed competitively by a committee of faculty appointed by the OC&G based on the listed evaluation criteria. These criteria are weighted with the highest weight assigned to criteria 1 and 2 followed by 3 and 4. In addition, the reviewers will take into account the nature and number of exemplary projects that can be awarded with available funds and the possibility of partial funding for selected projects.



**INTERNATIONAL TRAVEL ASSISTANCE GRANT APPLICATION
Cover Page**

Applicant's Name _____ Position _____

Department _____ Campus Address _____

Phone Number _____ Email Address _____

Title of Meeting _____

Location _____

Inclusive Dates _____

Nearest International Airport _____

Lowest Available Roundtrip Airfare \$ _____ Amount requested from ITAG \$ _____

Source of Quoted Airfare _____

Abstract: Describe the nature of the meeting, your role in it, and the process by which participants were selected (100 word maximum)

Evaluation by Department Chairperson

Nature and Quality of the Meeting

Significance of the Applicant's Participation

Funds Requested \$ _____ and Amount of Matching Funds (if any) \$ _____

SIGNATURES

Applicant

Department Chairperson

Date

RETURN TO: Office of Contracts & Grants, UCOM 3600, College of Education, University of South Alabama



PROFESSIONAL DEVELOPMENT GRANTS PROGRAM Progress Report Form

PROJECT TITLE:

GRANTEE:

DATE FUNDED:

DATE OF REPORT:

GRANT CATEGORY (Check One):

- Research Advancement Grant
- Research Incentive Grant
- Learning Technologies Grant

- Research Development Grant
- International Travel Assistance Grant

BRIEF SUMMARY OF PROGRESS TO DATE:

TASKS REMAINING TO BE COMPLETED:

ADJUSTMENTS TO ORIGINAL PROPOSAL REQUIRING PROGRAM APPROVAL:

SIGNATURES:

Grantee

Department Chairperson

Date

RETURN TO:

Office of Contracts 7 Grants, UCOM 3600, College of Education, University of South Alabama



PROFESSIONAL DEVELOPMENT GRANTS PROGRAM Final Report Form

PROJECT TITLE:

GRANTEE:

DATE FUNDED:

DATE OF REPORT:

GRANT CATEGORY (Check One):

- | | |
|--|--|
| <input type="checkbox"/> Research Advancement Grant | <input type="checkbox"/> Research Development Grant |
| <input type="checkbox"/> Research Incentive Grant | <input type="checkbox"/> International Travel Assistance Grant |
| <input type="checkbox"/> Learning Technologies Grant | |

BRIEF SUMMARY OF PROGRESS, RESULTS, CONCLUSIONS:

PUBLICATIONS RESULTING (OR EXPECTED TO RESULT) FROM THIS GRANT:

PROPOSALS TO, OR GRANTS FROM, EXTERNAL AGENCIES RESULTING (OR EXPECTED TO RESULT) FROM THIS GRANT:

SIGNATURES:

Grantee

Department Chairperson

Date

RETURN TO:

Office of Contracts & Grants, UCOM 3600, College of Education, University of South Alabama

Purpose
Awards
Use of Grant Funds
Oversight
Format
Submission
Evaluation Criteria
Review and Awards

