

**STETSON UNIVERSITY**

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Office of the Provost

**INFORMATION PACKET  
2024 SUMMER GRANT**

# 2024 SUMMER GRANT PROGRAM

## STETSON UNIVERSITY PROFESSIONAL DEVELOPMENT

### Background

The core focus of Stetson University's mission is *learning* and the priority is the creation of a stimulating, inclusive learning community that encourages a lifelong commitment to learning. Stetson's faculty inspire and model this commitment through the [Teacher-Scholar Role](#). The teacher-scholar model emphasizes the integration of the faculty role as educator, scholar, citizen, and leader, as expressed by Boyer's pivotal work, [Scholarship Reconsidered: Priorities of the Professoriate](#). It is through this integration of teachers' facilitation of student learning and scholars' continuous intellectual and creative inquiry that a learning community comes alive and thrives. It is also through continuous engagement in scholarly and creative inquiry that teacher-scholar faculty continue their learning and thereby cultivate a culture of lifelong learning – at Stetson University and in society. When teacher-scholar faculty are engaged with disciplinary and interdisciplinary professional networks, participating in the generative peer review process, and networking with colleagues near and far, this engagement expands their learning, scholarship, and professional impact. These rich professional networks further expand the learning of teacher-scholar faculty, and open new opportunities and resources to faculty and through faculty to their current and former students. Through scholarly and creative engagement and contribution, teacher-scholar faculty communicate externally the mission and vibrancy of the University intellectual community. This helps attract strong prospective students and faculty that will in turn help further the strength of the University into the future and attracts new opportunities and resources.

### Purpose

Stetson University supports teacher-scholar development of tenured and tenure-track faculty through the award of summer grants. Projects supported by a summer grant must contribute to the University's mission of teaching, research, and artistic development. Summer grant funds are not normally awarded for course development unless the project has an application beyond the classroom, as, for example, an article on pedagogy. The Committee endeavors to provide modest additional funding for applications that indicate a necessity of travel and/or scholarly expenses. *Summer grants are intended to support activities carried out in the summer months (May – August) immediately following the award. Summer grant awardees are expected to devote approximately 8 weeks of full-time work effort toward accomplishing the stated goals of the project.*

### Procedure

One of the responsibilities of the Professional Development Committee is to establish a procedure for the submission and evaluation of summer grant proposal applications. The Committee evaluates summer grant proposals and forwards its evaluations and recommendations to the Offices of the Provost who makes the final decision on all awards.

Summer grants are awarded on a competitive basis. The Committee relies primarily on the material submitted by the applicant in evaluating the value of the proposed activities. Thus, the burden rests with the applicant to document fully and clearly the value of the proposed project and the applicant's qualifications and prospects for achieving the project's objectives. The Committee also relies on the informed evaluation of department chairs and deans for information about the applicant's record and promise as a scholar, artist, librarian or performer. Note that the committee will attend carefully to the specified criteria, specifically the *length* of the application and the articulation of its content in terms comprehensible by a broadly-based committee.

The University requests that summer grant recipients acknowledge the support of the Stetson summer grant wherever appropriate as follows *"This project was supported [in part] by the Office of the Provost and Academic Affairs."*

## Professional Development Committee

The [Professional Development Committee](#) is a Provostial committee charged with disseminating information on opportunities for faculty professional growth. The Committee evaluates and makes recommendations on summer grants and sabbatical leave to the Provost.

### Proposal Evaluation

The Committee evaluates and ranks only **complete** applications by considering the following factors.

1. Scholarly Value: The value of the project within the discipline; its purpose and objectives; and the likelihood of significant results; the value of the project to the applicant's ongoing professional development.
2. Project Scope: Description of a significant scholarly or creative project; summer grant projects are expected to reach some definite outcome, although they will not necessarily be completed within the period of the grant. Applicants should address in appropriate disciplinary or interdisciplinary terms the shape of the entire project, the activities they will undertake, the methodology they will employ, and the extent of the work they anticipate completing during the term of the grant.
3. Value to the University: Evidence that the proposal will extend the applicant's expertise and bring professional recognition to the University or enrich classroom teaching or have a significant impact on the curriculum.
4. Applicant's Qualifications: That the applicant has the necessary credentials to undertake the project and the likelihood that the applicant will complete the project.
5. Overall Quality of the Application, including clarity of expression.

A copy of the evaluation rubric is appended to the end of this document.

### Eligibility

Applicants who are awarded a summer grant may teach no more than one 4-credit course or two 3-credit courses during the grant period. Faculty who are on a 12-month contract (such as department chairs and faculty in the library) are eligible to receive a summer grant, although the description of the steps and time required to accomplish objectives given in the proposal should clearly specify how the project will be completed around ordinary Stetson work responsibilities. As with all summer grant proposals, the feasibility of the proposed time management plan will be assessed as part of the overall proposal evaluation. Beyond the scenarios described above, applicants may not normally engage in any other paid employment during the grant period.

### Allowable Expenses

The summer grant stipend is intended to fund the faculty time to do the work proposed. However, many projects require supplemental funding to cover expenses, such as travel, supplies, etc., that are required to complete the work. Applicants may request supplemental funding (not to exceed \$2000) to cover direct expenses related to proposed project activities. Allowable expenses need to be incurred during (not after) the summer project activities. Consequently, supplemental funding requests to pay for conference travel and/or page costs/publication costs associated with reporting results of the project *after the fact* are not eligible for reimbursement. Proposed use of supplemental funds to pay for research assistants is also discouraged, even if the assistant is a student. Applicants must provide a convincing justification in the proposal for any requested supplemental funding that underscores how these funds increase the success of the project.

## Allowable Expenses Continued

### *Examples of appropriate supplemental expenses (subject to review)*

- Research travel (can include conference/workshop travel within the timeframe of the summer grant *if* the conference/workshop activities are directly connected to achieving project goals)
- Materials and Supplies
- Equipment
- Expenses incurred during the timeframe of the summer grant

### *Examples of ineligible supplemental expenses*

- Student, faculty, or staff research assistants
- Expenses incurred outside of the timeframe of the summer grant
- Publication costs
- Page costs
- Conference travel outside the timeframe of the summer grant

## Restrictions

Grants will not be awarded to applicants who

- a. are requesting funding to work toward an advanced degree, or who will not have completed work on the advanced degree required of his/her position by the grant period;
- b. have failed to make a written report to the Office of Academic Affairs about activities funded by the most recent previous summer grants or sabbatical leaves, or who have made inappropriate changes to such summer grants or sabbaticals; or
- c. have failed to complete all required sections of the summer grant application.

No more than two summer grants will be awarded consecutively (full or partial). Only one summer grant application a year will be considered. This applies to single and co-authored proposals.

Faculty who are awarded *either a half-year or full-year* sabbatical are eligible for a summer grant for only one summer bordering the sabbatical year - either the summer before or the summer after the sabbatical year, but not both. Please note the qualification below, under Step 1 ["Note"] of [Application](#). Unless approved by the Provost as part of the summer grant application, a tenured faculty member who is granted a summer grant will be required to commit, before the summer grant begins, to return to full-time teaching for at least one academic year (fall and spring) following the end of the summer grant period, unless a sabbatical leave has been granted for part of that time.

To promote dissemination of the summer project results, recipients of summer grants will be expected to present the results of their grant work to some appropriate campus audience (such as the "Faculty Spotlight Series") or at a significant off-campus venue during the academic year following the grant period.

## Application

Summer Grant applicants should follow the steps indicated below. Items 1 – 4 should be prepared and submitted in one document (PDF), following the outlined word limits for each section.

1. Develop a description of the proposed summer activities according to the generally accepted canons of your discipline. Successful applicants usually address various relevant issues in this description, but the weight given to those issues varies widely in different disciplines:
  - appropriate backgrounds, including a brief review of the literature;
  - the goal of the research to be done in the summer; if appropriate, the position of the summer work within the scope of the larger project;
  - the plan of activities to be followed;
  - the nature of the anticipated results, and the plans for disseminating them to the scholarly / creative community;
  - the applicant's qualifications to undertake and complete the work proposed for the summer (a supporting letter of evaluation by a colleague with in-field expertise may be attached by the applicant as part of the original summer grant application – the letter should not be submitted directly to the PDC by the evaluator; the committee also recognizes that extant work may be cited briefly to certify the applicant's qualification to continue such work);
  - the positive effects of the completed project for the applicant and the University (since the committee fully understands the usual benefits accruing to the University of a faculty actively engaged in a broad range of professional activities, only *unusual* cases of beneficial effects, not likely to be anticipated, need be addressed in detail).

This description should be written so that it can be understood by faculty from other disciplines. It should not exceed 1700 words.

**Note:** If the applicant plans also to apply for a sabbatical, *the scope and goals of the activities proposed in each application must be different*, although they may address different parts of the same larger project. Each application will be judged on its own merits. Summer grants may be combined with an external source of funding, like the Fulbright or an NEH research grant.

2. Prepare brief synopses (not to exceed 250 words each) of the objectives and result(s) of all summer grants received during the past five years. Include a copy of the most recent Summer Grant Report and upload as a separate document.
3. If necessary, prepare a statement disclosing any other financial support you have applied for or received that would be used to complete the work proposed in this application or covering the grant period. In addition to grants that have already been awarded, this disclosure includes any contracts, commissions, or agreements that guarantee a fixed or minimum payment for the completion of the work. Applicants must notify the chair of the Professional Development Committee if outside funding becomes available after the application has been submitted. Because of the limited pool of funds available for summer grants, faculty are encouraged to pursue outside funding, and are expected to utilize it when it is available.

4. Applicants who anticipate that work on the project will entail necessary travel or other expenses may submit an itemized supplemental budget (not to exceed \$2,000) of projected expenses directly related to activities done during the summer term of the grant. It is the applicant's responsibility to provide the committee with specific, detailed, and credible estimates for such expense. The committee will not consider allocation of supplemental funds unless that responsibility is met. Please be aware that recommendations from the PDC regarding supplemental funding requests and subsequent notifications from the Provost's Office about supplemental awards may occur after the initial summer grant award notification (the PDC anticipates that the budget for supplemental funding will be contingent on a number of factors, such as - for example - the availability of summer grant award moneys that may have been declined by other awardees).
5. Submit a current *curriculum vitae*.
6. Complete the online [Summer Grant Application Form](#), submitting the documents prepared as above in the appropriate parts of the form. This will entail upload of three documents:
  - Summer grant proposal (items 1-4 above)
  - *Curriculum vitae*
  - Most recent Summer Grant Report (if applicable)

Successful applications and final reports on summer grant projects will be posted in electronic format on a secure Library web page.

**Co-Authored/Joint Proposals:** Faculty who wish to work on a joint project are invited to apply. To apply, the faculty members will submit one proposal, written together, that clearly indicates the contributions of each faculty member to the overall project goal. These contributions should be described both in terms of the work that will be done by each faculty member and as a percentage of the total effort.

- If each faculty member plans to contribute an amount of work to the joint project that is equivalent to a non-co-authored summer grant, then each faculty member may request up to the full summer grant award amount.
- If each faculty member anticipates contributing a lesser amount of work to a joint project, then each applicant should clearly articulate within the application narrative her/his percentage contribution to the overall project. The committee will evaluate the proposed contributions of the applicants separately, with the possible outcome that the committee may recommend different levels of funding for the applicants.

When submitting applications for a joint project, the following modifications to the form of the application should be made.

1. A co-authored application should be submitted (with logical increases in the word limits), indicating whether the total work is equivalent to one summer grant or to the amount of work that would be produced by separate summer grants submitted by each contributing faculty member. The materials should clearly distinguish what each applicant will contribute to the project.
2. Each applicant should complete an individual [Summer Grant Application Form](#), including the joint proposal, their own curriculum vita, and their most recent summer grant proposal (if applicable).
3. If the applicants are members of different departments, the application packet should be evaluated by the chairs of both departments.

## **SPECIFIC PROCEDURES AND CALENDAR FOR SUMMER GRANTS 2024**

Applicants, Department Chairs and Deans must abide by the published schedule. All application materials must be received by the respective parties on or before the published dates.

### **2023**

#### **Wednesday, September 27**

*Applicants who serve as Department Chair:*

Applicants who serve as department chair are encouraged to designate a senior colleague to provide the chair-level evaluation of their proposal. A request for a colleague's evaluation should be sent to the associate dean and must be confirmed by the proposed evaluator by this deadline. In lieu of the designation of a senior colleague, such applications will be evaluated by an associate dean.

#### **Monday, October 2**

*Applicant:*

Submit the [online application](#), which requires uploading your proposal, current curriculum vitae, discussion of recent summer grants and the most recent summer grant report (if applicable), statement of financial support (if applicable), and list of project expenses (if applicable).

Applicants will receive an email confirmation that the application has been received. Application materials will be forwarded to the appropriate department chair or designated senior colleague / associate dean.

#### **Monday, October 16**

*Chair or Designee:*

Forward to [PDC@stetson.edu](mailto:PDC@stetson.edu) an electronic copy of your written evaluation in PDF or Word format. The evaluation should candidly assess the scholarly value of the project, the scope of the project, and its value to the University. The Committee relies heavily on the chair's candid evaluation of the proposal's strength and potential for success. It is the responsibility of the department chair to carefully evaluate the application as to its completeness and competitiveness. (Retain copies for your files as appropriate.)

Department chairs / designated senior colleagues / associate deans will receive an email confirmation that the evaluation has been received. Application and evaluation materials will be forwarded to the appropriate dean.

#### **Monday, November 6**

*Dean:*

Forward to [PDC@stetson.edu](mailto:PDC@stetson.edu) an electronic copy of your written comments in PDF or Word format. The comments should include an evaluation of the application and the chair's comments. (Retain copies for your files as appropriate.)

Application and evaluation materials will be made available to the members of the Professional Development Committee for consideration.

#### **Tuesday, November 14**

*Professional Development Committee:*

Submit electronic copies of recommendations in PDF format to the Associate Provost (via [associate.provost@stetson.edu](mailto:associate.provost@stetson.edu)) including a summary of the committee's evaluation in any instance where an applicant is denied an award or offered less than the grant amount requested.

**Calendar continues on page 7**

## SPECIFIC PROCEDURES AND CALENDAR FOR SUMMER GRANTS 2024 (continued)

Applicants, Department Chairs and Deans must abide by the published schedule. All application materials must be received by the respective parties on or before the below published dates.

### Wednesday, December 6

*Office of the Provost and Academic Affairs:*

Written notice is sent to each application with notification of the final award decision. Applicants who are denied an award will receive a summary of the Committee's evaluation of their proposal.

### **2024**

### Tuesday, January 9

*Successful Applicants:*

Submit to the Office of the Associate Provost for Faculty Development ([associate.provost@stetson.edu](mailto:associate.provost@stetson.edu)) a signed copy of the award letter signifying acceptance of the awarded grant. If no expense funds are awarded, successful applicants have the *option* to use part of or the entire awarded grant in an expense account; intent to use this option must be noted at the time of acceptance.

### Friday, March 1

*Grant Recipients:*

Grant recipients who have chosen to use part of or the entire awarded grant in an expense account must submit to the Office of the Associate Provost for Faculty Development ([associate.provost@stetson.edu](mailto:associate.provost@stetson.edu)) a budget indicating what amount from the awarded grant should be held in the expense account; any remaining amount will be paid as a stipend in the **March 2024** payroll.

### On/before, September 15

*Grant Recipients:*

Submit a report of their summer activities through the form on the website on or before **September 15, 2024**. Guidance is available on the summer grants web site. Summer grant final reports will be posted in electronic format on a secure Library web page. Successful applicants will be expected to present the results of their grant work to an appropriate campus audience (such as the "Faculty Spotlight Series") or at a significant off campus venue during the academic year following the grant period.

***Applicant – Please note: Only complete applications will be considered.***

KEEP THESE PAGES FOR FUTURE REFERENCE.

## Summer Grant Application Evaluation Rubric

Scale: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor

<b>I. Scholarly Value.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
A. Sufficient background provided so that project can be judged within the context of the discipline.	5	4	3	2	1
B. Purpose and objectives of project.	5	4	3	2	1
C. Description of anticipated results.	5	4	3	2	1
<b>II. Scope of Project.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
A. Description of plan of activities, including steps and time required to accomplish objectives and/or methodology.	5	4	3	2	1
B. Description of clear and realistic plan for sustaining the project beyond the grant period.	5	4	3	2	1
<b>III. Value to University.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
A. Potential of the project to call attention to the University in a wider academic or non-academic community and/or enriches classroom teaching or has a significant impact on the curriculum.	5	4	3	2	1
<b>IV. Qualifications and Quality</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
A. Narrative of qualifications, including applicant's background and previous related work if any.	5	4	3	2	1
B. Overall quality of application, including the clarity of expression.	5	4	3	2	1
<b><u>V. Can work reasonably be done in suggested time?</u></b>	Yes _____		No _____		
<b><u>VI. Was a description of the objectives and results from previous summer grants given in the application?</u></b>	Yes _____		No _____		