STETSON UNIVERSITY

FREQUENTLY ASKED QUESTIONS

Summer Grants & Sabbatical Leave Program

Q: ***What makes a good summer grant/sabbatical leave proposal application?***

A: There is no single magic bullet for writing a successful proposal; rather, a combination of factors typically guarantee a winning application.

- Address the rubric's criteria
- Follow the proposal application instructions; consider using the same headings in your proposal
- Clearly indicate how the project will demonstrate impact; the "why" of your project is critical
- Nest the project scope in a larger scholarly/creative agenda to provide important context
- Match the project scope and timeframe; avoid overly ambitious or under-scaled projects
- Identify a feasible timeline to show how you will use your time/make progresses towards goals
- Identify success outcomes for how you will achieve your goals; what will success look like?
- Assign a budget for the time spent on the project plus expenses, if relevant
- Be mindful of your audience (review committee) and the diversity of disciplinary backgrounds
- Avoid jargon wherever possible
- Ask a colleague outside of your discipline to review for clarity, flow, conciseness, and errors

Q: ***What is a main reason for proposals to be denied summer grant funding/sabbatical support?***

A: Over the years, PDC review committees have consistently stated that unfunded proposals could have been strengthened by increasing the level of clarity around *what success looks like*. In other words, what persuasive story is being told? Are the goals/activities/timeline/anticipated outcomes clearly aligned?

Q: ***Are there types of projects that do not quality for summer grant funding?***

A: The project must address at least one of the constructs of Boyer's Models of Scholarship and/or creative inquiry. The project must identify the overarching impact of the work and methodologies relevant to the canons of the scholarly endeavor to indicate how the work will be done.

Q: ***My project is a community-embedded project. Will it qualify?***

A: The Scholarship of Application, later renamed the Scholarship of Engagement, is one construct of Boyer's Models of Scholarship. This endeavor applies knowledge to problems and individuals using social problems to define agenda for scholarly investigation. Similar to the Scholarship of Discovery, the project must identify the overarching impact of the work and the relevant scholarly methodologies to indicate how the work will be done.

Q: ***My project is considered Scholarship of Teaching & Learning. Will it qualify?***

A: The Scholarship of Teaching & Learning (SoTL) is another construct of Boyer's Models of Scholarship. This endeavor requires a systematic study of teaching and learning processes to advance the professoriate as continual learners in the field's knowledge and pedagogy. Like the Scholarship of Discovery, the project must identify the overarching impact of the work and the relevant scholarly methodologies to indicate how the work will be done.

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Q: ***Does the project have to be completed in the summer if I receive a summer grant?***

A: The project does not have to be completed in the summer. However, the proposal must specify the goals to be achieved for the summer.

Q: **Is Sabbatical Leave counted in six years or the sixth year? When does the clock start?**

A: Applicants submitting sabbatical proposals apply in the ***sixth*** year. Application for another sabbatical leave award must be made in the sixth full year after the end of the academic year of the last sabbatical. The "six years of service" clock includes the sabbatical leave timeframe, irrespective of whether or not the leave is for one semester or for a full academic year. So, simply six-year chunks.

Q: **Is there weighting given to specific types of projects?**

A: Summer grants/sabbatical leave projects are not weighted. Each proposal is evaluated based on the criteria identified in the associated rubric.

Q: ***How are proposal applications evaluated?***

A: Each proposal application is evaluated on its own merit. The Call for Proposals and the rubric are used as the guide for review and evaluation.

Q: ***Does the committee have representation from all constituents?***

A: The evaluation committee comprises representatives from each Deland college, school, and library.

Q: ***Why is my summer grant stipend less than the granted amount?***

A: Stipends count as taxable income and are subject to relevant taxes.

Q: ***Can I use my stipend for supplies and expenses?***

A: You can use your stipend as you see fit. You might also consider developing a budget for supplies and expenses as these are not subject to stipend taxation.

Q: ***Is there additional funding for supplies and other expenses?***

A: This depends on the Summer Grants budget for the fiscal year and the number of highly competitive proposals. Applicants are encouraged to indicate a budget for supplies and other expenses. To determine if your expenses are eligible for additional funding, see the Summer Grant Call for Proposals.

Q: **Can students be paid through my summer grant?**

A: The Summer Grant Program is designed to support faculty engagement in scholarly and creative activity. Student stipends are not encouraged as SURE Grants are available to support students over the summer months.

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Q: ***When am I eligible to take another sabbatical?***

A: Applicants submitting sabbatical proposals apply in the ***sixth*** year. Application for another sabbatical leave award must be made in the sixth full year after the end of the academic year of the last sabbatical. The "six years of service" clock includes the sabbatical leave timeframe, irrespective of whether the leave is for one semester or for a full academic year. The year you have the sabbatical is counted as year 0.

Example: For a faculty member who took his/her/their sabbatical in fall 2019 or spring 2020
2019-20 = Year 0
2020-21 = Year 1
2021-22 = Year 2
2022-23 = Year 3
2023-24 = Year 4
2024-25 = Year 5
2025-26 = Year 6 = Apply in fall
2026-27 = Sabbatical Leave (if approved)

Q: ***Where can I find an example of a successful summer grant proposal or sabbatical leave proposal?***

A: The Professional Development Committee (PDC) recently created a Canvas Summer Grant and Sabbatical Leave Repository Professional Development Committee that allows faculty to view examples of successful summer grant and sabbatical leave proposals.

Q. ***If my summer grant or sabbatical is not funded, will I receive individual reviewer and average proposal evaluation scores?***

A: It is not the practice of the PDC to provide summer grant or sabbatical applicants with proposal evaluation scores submitted by individual PDC members. The PDC reviews are closed deliberations to ensure objective, honest, and high-quality evaluations by protecting reviewers from external influence, preventing conflict of interest, and allowing candid discussion about strengths and weaknesses without fear of retribution. In the decision letter, you will be notified in which areas your proposal scored low.

Q: ***Will late submissions be accepted?***

A: Late submission will not be accepted. The PDC does not make determination about what circumstances constitutes a reasonable justification for accepting a late submission as it has potential to create inequity and undue burden.

Additional questions? Submit to PDC@stetson.edu