Stetson University
College of Arts and Sciences

Faculty Research and Professional Growth (FRPG) Grant
Frequently Asked Questions

When is the application/funding cycle?
Fall grant applications are typically due in early November and funds are intended to be used for work conducted between December and May.
Spring grant applications are typically due in early March for work to be conducted between June and November.
See the FRPG guidelines for exact deadlines for this academic year.

What is the typical funding range for individual grants?
Fall and Spring grant awards typically range between $250 and $3,000.

Who is eligible to apply?
All full-time faculty members may apply. Pre-tenure faculty and first-time applicants may be given preference.

How frequently may I apply?
Faculty may submit a proposal in each funding cycle. Typically, total grant requests exceed available funding for any given cycle. In an effort to support as many faculty as possible, an individual faculty member will only be awarded one grant during a single academic year.

When will I hear about my grant application?
Applicants usually receive notification about their applications within 1 month of the deadline.

What types of expenditures will the funds cover?
Expenditures may include, but are not limited to: equipment, lab/studio supplies, books, travel expenses, payment for participants, technology or software. All standard University purchasing and approval policies and processes will apply to FRPG funds.

I would like to request technology or software. Is FRPG an appropriate source of funding for that?
Possibly. If funds are requested for technology or software, it is the applicant's responsibility to first contact the Information Technology (IT) department to confirm that the items will be supported by IT and to determine the most cost-effective purchasing option.
It is often the case that IT has software solutions or access to site licenses that may not be available to an individual user. If software or technology is available through other channels on campus that will sufficiently meet the needs of the project, FRPG will not be awarded.

What expenses are not eligible for FRPG funding?
FRPG funds may not be used for:
- Common materials that are funded by departmental budgets (e.g., paper, toner, office supplies, standard lab chemicals)
- Meals (apart from per diems as part of approved travel)
- Gift cards
- Faculty and/or staff stipends
- Ancillary support (e.g. research assistant stipends)
- Expenses related to course development
- "Miscellaneous" expenses that are not clearly specified

My project requires travel. Is FRPG an appropriate source of funding for that?
Yes, travel funds may be requested through FRPG. Applications for travel that directly contributes to the initiation, continuation, or completion of a scholarly or creative project will be given preference. Travel

funds may be used for developmental opportunities that contribute to a faculty's research or creative work (e.g., attending a workshop) and for disseminating work (e.g., presenting or facilitating at a conference). Such travel funds awarded through an FRPG grant may supplement the travel funds provided through the Dean's FPDF. If applications include travel funds, the status of your current year's FPDF funds should be explicitly noted in the application.

How can FRPG funds be used to purchase travel-related items (e.g., flight, accommodations)?
Similar to FPDF, faculty can request and use Purchase Requisition(s) to pay for major expenses in advance, when possible, to benefit from Stetson's corporate tax-free status. Faculty members who opt to pay for approved expenses 'out-of-pocket' or with a personal credit card will not receive reimbursement until all travel has been completed and appropriate documentation has been submitted.

Can I apply for FRPG funds for travel before a conference presentation or workshop application has been officially accepted?
Yes. However, FRPG funds will not be distributed until proof of acceptance has been provided.

Can grant funds be used directly for purchases or are expenses reimbursed?
Depending on the type of purchase, faculty may submit a purchase requisition to pay for the item directly using grant funds. If a faculty member purchases an item personally (from an approved proposal and budget), they must submit a reimbursement request. All University and College purchasing and reimbursement policies, processes and protocols are in effect for approved FRPG funds.

What is the role of my Department Chair?
The Department Chair must review and support the application. Faculty should be sure to discuss their proposal with their Department Chair prior to final application submission.