

**Stetson University**  
**College of Arts and Sciences**

**Faculty Research and Professional Growth (FRPG) Grant Guidelines, Application Process and Evaluation Criteria**

**Purpose**

The Faculty Research and Professional Growth Grant program provides funding to support the meritorious scholarly or creative work of full-time Stetson faculty members.

**Eligibility**

All full-time faculty members are eligible to apply. FRPG funding is aimed at tangible and direct costs related to the initiation, continuation, or completion of a research project. Pre-tenure faculty and first-time applicants may be given preference. Applications that are intended to provide seed money to complete preliminary research needed to apply for significant grants funded by external organizations may also be given preference. Faculty will only be awarded one grant during a single academic year.

**Funding Cycles and Application Deadlines**

*Fall Application Cycle*

Project Period: December through May  
Application Deadline: November 1, 2026  
Post-Project Report Deadline: August 30, 2027

*Spring Application Cycle*

Project Period: May through November  
Application Deadline: March 1, 2027  
Post-Project Report Deadline: December 10, 2027

**Application Guidelines**

FRPG Grants typically range from \$250 to \$3,000. FRPG Grants may be paired with other funding for projects with higher total needs.

In addition to addressing the nature, purpose, and outcomes of the project, all applications must have a detailed, line-item budget with sufficient information to show how the requested funds will be used. All costs (e.g., tax, shipping) should be included in the application budget. It is the responsibility of the faculty to determine the full and true cost (i.e., not estimates) of requested items. Faculty are encouraged to work with the Purchasing Office to determine the most accurate and competitive pricing for items. Any application that does not include a line-item budget or a budget without sufficient detail will not be considered.

Typically, total grant requests exceed available funding for any given cycle. In an effort to support as many faculty as possible, projects may be partially funded. To allocate funds most effectively, applications should specify: (a) what role a FRPG grant would play in the total budget of the project, (b) what minimum amount is necessary for the project to be initiated or proceed, and (c) how a FRPG grant might lead to additional funds from other sources (if applicable).

The proposal should clearly indicate how each item included in the budget should will be used. Please ensure that all aspects of the budget are justified by the project description. It should be clear how the proposed expenses connect to the proposed scholarly or creative project.

Expenditures must comply with and adhere to all standard, applicable University and College policies and guidelines.

Appropriate expenditures may include, but are not limited to:

- Equipment/Materials
- Books
- Lab/Studio supplies
- Participant compensation
- Travel\*
- Technology and/or software\*\*

\*Travel funding that directly contributes to the initiation, continuation, or completion of a scholarly creative project will be given preference. 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.

\*\*If funds are requested for technology or software, it is the applicant's responsibility to contact the IT department to confirm that the technology will be supported by IT and to determine the most cost-effective purchasing option.

Any durable, special supplies, equipment or computer software purchased using FRPG funds to support a faculty member's scholarly or creative work become the property of the faculty member's academic department upon project completion or if/when the faculty is no longer employed by Stetson.

The following expenses are not eligible for FRPG funds:

- Faculty and/or staff stipends
- Ancillary support (e.g. research assistant stipends)
- 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
- Expenses related to course development
- "Miscellaneous" expenses that are not clearly specified

See the application instructions for more information.

### **Additional Funding Sources**

One goal of FRPG Grants is to provide initial funding to support projects' future grant application and competitiveness. If funding from other sources is received to support the project while the application is under consideration, the Dean should be notified and the proposal modified or withdrawn. If additional funding is later earned that, when combined with an RPG grant, exceeds the project budget, then the difference between the total amount awarded and the proposed budget maximum must be returned to the Dean's office to support other meritorious research.

### **Department Chair Support**

All applications must be supported by the faculty member's Department Chair prior to being considered for funding. Department Chairs are expected to help ensure applications follow the above guidelines, and that they align with expectations regarding the faculty member's scholarly goals and Department/Divisional expectations for research and creative activity. Faculty should be sure to discuss their proposal with their Department Chair prior to final application submission.

### **Post-Grant Report**

Faculty members whose applications are funded (full or partial) are required to submit a post-grant report detailing the use of the awarded funds. Faculty who have received FRPG funds previously must have

completed and submitted post-project reports, by the stated deadlines for that cycle, in order to be considered for new requests for funding. Details on the expectations for the post-grant report will be provided in the award letter.

### **Evaluation of Applications**

During the pilot phase, applications will be evaluated by the Dean of the College of Arts and Sciences, in collaboration with the Senior Associate Dean and Associate Dean. Awards are made based on the merits of the proposal, the appropriateness of the budget, the extent to which the applicant has made good use of FRPG funds to support previously funded projects and other considerations noted in these guidelines. The Deans may seek feedback from Department Chairs and other faculty when evaluating applications.