



**Foundation to Promote Scholarship and Teaching  
Grant Application**

*(Revised January 20, 2012)*

***Part I: Contact Information***

Name	
Faculty Rank	
Department / College	
Home Phone	
Work Phone	
E-Mail Address	
Title of Project	
Total Amount Requested (\$)	
Semester of Course Release	<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20__

***Part II. Academic and Research Experience***

Attach a brief C.V. or biographical sketch, including relevant publications or other scholarly activities, *not to exceed two pages total*.

**Part III. Project Description**

Briefly describe your proposed project, including each of the following sections:

- an abstract (limit to 100 words),
- an explanation of the significance of the proposed research (including how it relates to existing work),
- a description of the methods or procedures to be used,
- a timeline,
- how the project will be assessed, and
- how the results disseminated.

Please limit this portion of the application to five pages (references should be included but need not fall within the 5-page limit).

<b>Part IV: Budget Summary<sup>1</sup></b>			
	<b>Amount Requested From FPST</b>	<b>Amount Provided From Other Sources</b>	<b>Nature Of Other Source</b>
Research Assistance Services provided by current RWU Students <sup>2</sup>			
Services provided by others (i.e., secretarial, clerical, translation, etc.) <sup>3</sup>			
Supplies			
Domestic Travel			
International Travel			
Equipment <sup>4</sup>			
Other <sup>5</sup>			
<b>Total</b>			

1 Only expenses incurred between May 1, 2011 and August 13, 2012 may be included in this budget. Grant expenditures must be completed within the grant-funded year and may not be carried over to the next fiscal year. All expenses incurred by June 30<sup>th</sup> must be submitted to the Finance Office even

if the grant is continuing through August of the next fiscal year. Such expenses include but are not limited to travel related expenses from trips completed by June 30<sup>th</sup> and vendor invoices for goods or services received by June 30<sup>th</sup>. Faculty salaries are not an allowable expenses. The standard undergraduate student wage rate is \$10 per hour, and the standard graduate student wage rate is \$15 per hour. All travel expenses must comply with the University's Travel & Entertainment Policy, available at <http://www2.rwu.edu/about/administration/purchasing/policies/travel.htm>.

2 Do not included research assistance services provided by former RWU students or students who have graduated from RWU in this category. Such research assistance services should be included in the *Services Provided Others* category.

3 Explain in *Part V: Budget Justification* the nature of the services to be provided. If your grant is approved, you must contact either the Finance Office or the Office of General Counsel before using an individual's services so that a determination may be made regarding whether the individual should be paid through Payroll as an employee or through Accounts Payable an independent contractor. Allow at least 30 days lead time for paperwork processing prior to engaging services.

4 Computing hardware requests for laptop or desktop computers that duplicate University funding will not be entertained. Computing hardware must be specific and unique to the proposed project. Software necessary for the research is an allowable expense. Purchases of books should be coordinated with the University Library. (Applicants may use the books for the duration of the project and then return to them to the University Library.)

5 Explain in *Part V: Budget Justification*.

### ***Part V. Budget Justification***

- Describe the specific functions of personnel and why they are critical to the completion of the project.
- Explain the need for all supplies, equipment and proposed travel.
- If there are any proposed "other" expenses, specify what they are and explain their importance to completion of the project.
- Specify other sources of support for the project and the contributions of each.
- If you do not intend to use Professional Development funds for support on this project, please detail the alternative uses you have made, or intend to make, of this funding source.
- If collaborating with other organizations include letters of support.

### ***Optional***

If it should prove necessary to decrease your budget, what portion of your budget request is most critical to successful completion of your project? Providing or choosing not to provide this information will not affect the decision of the FPST to fund your proposal, nor will it affect the decision whether to decrease your budget. In the event it is necessary to decrease your budget, this information will aid the FPST Committee in protecting the most critical elements of your request.

**Part VI Other and Previous Support**

Have you received an FPST grant or course release in the last five years?

Yes  No

If you answered yes, please complete the following table for all FPST awards received.

Year	Project Title	Type / Amount of Award	
		Grant (\$)	Course Release

Please attach a progress or final report as to the scholarly work that resulted from each of these awards. If possible, please attach a copy of the paper(s) and/or syllabus that resulted.

A current application that requests *continued funding* of a grant previously awarded by the Foundation must be accompanied by the detailed report(s) submitted for earlier phases of the project, a copy of all scholarly work resulting from the earlier phases of the project, and compelling justification for continued support. Should the applicant receive another grant, the requirements and time line that pertain to the first grant must fully comply with the Requirements for Grant Recipients; no extension will be granted.

Please list any other sources and amounts of research support currently available to you for the project described in this grant, including university sources. List the name of the sponsor or source, dates of project, amount of funding available to you, and specify any overlap of activity with this proposed project. (attach additional sheet if necessary.)

Source	Dates	Amount	Overlap

**Part VII. Subjects Review**

Please check the appropriate boxes if any of the following are involved in this project.

<i>Subject or Substance</i>	<i>Relevant date(s)</i>	<i>Status of Review</i>		
		Approved	Pending	Exempt
<input type="checkbox"/> Human Subjects	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Animal Subjects	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List date reviewed or to be reviewed for human and animal subjects. An approval letter must be provided before funding can begin.

**Part VIII: Collegial Support (optional)**

Faculty are encouraged, but not required, to attach letters of support from colleagues and from your dean.

**Part IX. Certification and Approval**

I understand and accept the terms and conditions set forth in the Foundation to Promote Scholarship and Teaching grant regulations.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please submit one original hard-copy application with signature(s) to the Office of Academic Affairs. The application MUST have original signatures. If submitting any scholarly works resulting from previous grants, only one copy of the work need be submitted.



**Foundation to Promote Scholarship and Teaching**  
**Office of the Provost**  
***FPST Grant Proposal: Instructions and Regulations***

Note: These Guidelines apply for both monetary and course release grants

### **I. Purpose**

The purpose of the Foundation is to encourage and support the efforts of faculty MBUs in the wide variety of different kinds of scholarly activities generally recognized in undergraduate-focused universities and articulated in *Scholarship Reconsidered* and the subsequent expansion of Ernest Boyer's work supported by the Carnegie Foundation for the Advancement of Teaching. RWU notes that Boyer articulated the importance of the Scholarship of Teaching in promoting excellence in the classroom as a key concern in the context of the university's mission.

### **II. Application Timelines**

Applications must be received by the Office of Academics Affairs no later than February 1st for the following academic year.

Decisions will be communicated to the applicant on a date to be determined.

### **III. Foundation Committee Membership**

The Foundation shall consist of six voting members:

- Chief Academic Officer (or his/her designee) chair
- four full-time faculty members elected at-large from the faculty:
  - two from the College of Arts and Sciences; and
  - two from the professional schools of the University
- School/College dean appointed by the Chief Academic Officer

To be eligible for election to the Foundation, faculty members must have a record of scholarship evidenced by publication, the award of external grant support or presentations at professional conferences within the last three years.

### **IV. Foundation Committee Guidelines**

The Foundation shall review grant and course release requests submitted to it and shall determine whether and to what extent such grant or course release requests shall be funded or approved.

(Scholarly research as applied to those faculty members in the area of Fine and Performing Arts, shall encompass creative activity in their respective discipline, providing that this activity contributes to the artistic and/or intellectual substance of the profession.)

The Foundation shall establish fair, appropriate, and efficient procedures for soliciting grant or course release requests, and for reviewing such requests and determining whether and to what extent specific requests are to be funded or approved. The Foundation shall not be obligated to make any grants or approve any course releases if no appropriate proposals are received and positively evaluated.

Members of the Foundation may not participate in the review of any proposals that they submit to the Foundation.

The decisions of the Foundation shall be final and binding.

The applications to and awards made by the Foundation shall be a matter of public record and will be communicated to the University community in a timely fashion.

The Foundation:

1. makes no *a priori* limitation on the amount of funding that any project may receive;
2. entertains proposals that involve multiple participants;
3. entertains applications for sabbatical research on the same basis as non-sabbatical research;
4. requires that sufficient detail be supplied in the application to justify the amount of funding sought, including assurance that the resources requested are not otherwise available to the applicant;
5. Only full-time faculty are eligible for funding.
6. The Foundation may, at its discretion, seek additional information from applicants, interview applicants before reaching final decisions, invite competent authorities to assist in the evaluation of research applications, and/or request the names of up to three qualified references who may be contacted to assist in evaluating a proposal.
7. The Foundation will not normally fund activities associated with the proposal that can be funded by an applicant's Professional Development Funds unless those funds have been exhausted.
8. Applicants are expected to work with appropriate University officials to ensure that the best purchase(s), lease(s) or rental(s) of equipment and supplies, etc. are obtained. Equipment and supplies purchased with grant funds are ultimately the property of the University and the disposition of these, upon the completion or termination of the research activity, is up to the University.
9. The Foundation will not finance proposals directly involved in contractual agreements between the applicant and another party that result in direct cost reimbursement to the applicant.
10. If living subjects are involved in the proposed research, this must be clearly noted in the proposal; special review must be given and guidelines must be approved in advance.

## **V. Distribution of grant funds and course releases**

To be determined.

## **VI. Application Criteria & Guidelines**

The general criteria used by the Foundation in providing different kinds of support for scholarship shall include:

1. Academic merit/validity
2. The nature and quantity of support required for the successful pursuit of scholarly activity
3. Availability of alternate or supplemental (matching) financing
4. Ties to the curricular and teaching activities of the University
5. Relationship to the University's mission.
6. All proposals for grants or course releases shall clearly articulate how the results of the proposed scholarship will be effectively presented to, and critiqued by, appropriate external reviewers.
7. It is expected that all funded proposal will have one or more outcomes that will result in external presentation and critique. Traditional forms of presentation and critique include treatises, books, monographs, refereed articles, reviews, or critiques in journals, periodicals or other appropriate publications. The University also recognizes other forms of presentation and critique such as presentations at professional meetings, professional workshops, external requests for consultation, reviewed creative performances, commissions for professional work and curricula proposals reviewed by appropriate external consultants.
8. No recipient of a course release may teach a course overload during the release semester (permission may be granted in exceptional cases by the School/College dean). A course release not used in the semester first authorized shall be carried over to the next semester only.

## **VII. Requirements for Recipients**

Recipients of a grants or course releases agree:

1. that in accepting the grant the recipient will comply with any restrictions outlined in this document;
2. that the recipient's and the University's copyright and patent rights as specified in the Agreement between the Roger Williams University Faculty Association and the University will apply;
3. that the assistance of the Foundation will be acknowledged in any publication which results in whole or in part from research funded by the Foundation;
4. that a copy of any such publication will be filed with the Foundation;
5. that use of faculty research awards is contingent upon continued employment at the University. Requisitions for awarded funds submitted following the effective date of termination of employment will not be honored.

Additionally, recipients of grants agree:

6. that funds will be used solely for the accomplishment of the project as approved;
7. that upon approval of a grant, a budget for the grant as delineated in the proposal will apply.

8. that transfers between grant categories greater than 10% of total grant monies from the Foundation will require advance approval from the Office of Academic Affairs.

Faculty members receiving grants or course releases shall submit a detailed report of their activities to the Foundation within thirty days of the end of the semester following the completion of their grant period or course release semester.

Any faculty member who receives grant or course release support and who fails to produce the general required outcome of external presentation and critique will not be eligible for further Foundation support without the consent of the Chief Academic Officer.