

FACULTY GRANT OPPORTUNITIES

INCO FOUNDATION GRANT: INDIVIDUAL FACULTY

PURPOSE OF THE GRANT: The Faculty Development Committee accepts applications for INCO Foundation Grants for projects that will enhance the teaching qualifications, expertise, and experience of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted. Please access the web application at <http://www.marshall.edu/senate/forms/incoapps/individualapp.html>, through the Faculty Grant Opportunities link on the Faculty Senate website, or through the Faculty Resources link on the Academic Affairs website.

ELIGIBILITY OF APPLICANT:

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher, except those in the Graduate School of Education & Professional Development, are eligible.
- All full-time MU & MCTC faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,000 per faculty member per academic year and \$2,000 per faculty member over the past five academic years. Applicants who have met these funding limits within the prescribed period of time are ineligible.

ELIGIBLE PROJECTS: *Eligible projects* include such activities as tuition for continuing education courses, registration and travel expenses for professional meetings, workshops, courses, conferences and other similar purposes where the faculty member will increase his/her knowledge relative to teaching. *Ineligible projects* for funding include activities such as those that request equipment purchases, tuition for a degree program, exams/certifications, and support of activities that involve conducting research, gathering data or presenting data at meetings.

This program does not support activities that qualify solely for Research Committee funding such as presentations at meetings (Quinlan funding) or conducting research (Summer Research Awards). However, the committee recognizes that faculty members often attend conferences with significant application to BOTH research and instructional development. A faculty member presenting a paper or otherwise participating in a research meeting that also has a significant instructional component may apply to INCO to support the instructional component, but the applicant's funding eligibility will be reduced to \$500 or half the total project budget, whichever is less.

APPLICATION CRITERIA: Applications without a complete and itemized budget for expenditures will be regarded as incomplete. Incomplete applications will not be eligible. Successful applicants will clarify their level of participation, offer a detailed explanation of how the project will improve teaching qualifications/methodologies, and describe how the proposed activity might benefit one's department, college, and the university community.

DEADLINES AND NOTIFICATION: Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per year: October 1, 2009; February 4, 2010; and April 1, 2010. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

REIMBURSEMENT & FINAL REPORT: Recipients are reimbursed for their expenses after the activity is completed. In order to receive full reimbursement for funded activity, awardees must submit all appropriate receipts together with a 400-word summary of his/her activities within 30 days of return from the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

ASSISTANCE WITH THE APPLICATION: Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.

INCO FOUNDATION GRANT: GROUP PROJECT

PURPOSE OF THE GRANT: The Faculty Development Committee accepts applications for INCO Foundation Grants for ON-CAMPUS GROUP PROJECTS that will enhance the qualifications, expertise and experience of a broad base of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted. Please access the web application at <http://www.marshall.edu/senate/forms/incoapps/individualapp.html>, through the Faculty Grant Opportunities for Faculty Grant Applications links on the Faculty Senate page, or through the Faculty Resources link on the Academic Affairs page.

ELIGIBILITY OF APPLICANT:

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher, except those in the Graduate School of Education & Professional Development, are eligible.
- All full-time MU & MCTC faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,000 per group project.

ELIGIBLE PROJECTS: *Eligible projects* include such activities as (but are not limited to) organizing professional development courses, seminars, and workshops. Projects or activities should be planned in a way to appeal to a large number of faculty members, and participation must be open to the entire faculty. *Ineligible projects* include those that restrict faculty participation, request equipment purchases, or request tuition for a degree program.

APPLICATION CRITERIA: Applications without a complete and itemized budget, both for expenditures and proposed funding sources, will be regarded as incomplete. Incomplete applications will not be eligible. The budget must balance (expenditures vs. proposed funding). Applications must also indicate how the activity will be funded if INCO funding is unavailable. Successful applicants will clearly indicate the expected faculty development outcome and will identify the faculty members who are likely to benefit from the activity.

DEADLINES AND NOTIFICATION: Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per year: October 1, 2009; February 4, 2010; and April 1, 2010. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

REIMBURSEMENT & FINAL REPORT: Recipients are reimbursed for their expenses after the activity is complete. In order to receive full reimbursement for the funded activity, awardees must submit all appropriate receipts together with a 400-word summary of the group activity within 30 days of the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

ASSISTANCE WITH THE APPLICATION: Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.

[QUINLAN ENDOWMENT FUND FOR FACULTY TRAVEL](#) [Application](#)

GENERAL INFORMATION: The Quinlan Endowment supports faculty travel to attend professional meetings. Because the funds available are limited, each faculty member may not receive more than \$500 per annum. Priority will be based on the significance of the applicant's participation. The application must include a cover letter briefly describing the activity and its significance, documentation of sources of matching funds, and acceptance of presentation. If your abstract has not been accepted for presentation before the Quinlan application deadline, provide a copy of the abstract you submitted for presentation. Applicants are urged to submit requests for travel funding as early in the academic year as possible. The Research Committee will strictly adhere to application deadlines: October 1, 2009; February 4, 2010; and April 1, 2010. Return the completed application to the Faculty Senate office, Memorial Student Center room BW14; e-mailed applications will not be accepted.

[GRADUATE COLLEGE FUND FOR REASSIGNED TIME FOR RESEARCH](#)

[Application](#) [Criteria Information](#)

GENERAL INFORMATION: The Research Committee makes a limited number of grants of reassigned time for research during the spring semester that are administered by the Graduate Dean. While applications may be made for any research project, priority will be given to requests arising from developments since the spring deadline in the colleges for reassigned time applications; for example, to meet the requirements of new external grants, to meet book production schedules, or to write and deliver recently invited papers. Grants of reassigned time for research will not normally be given to those who already have a reduced load for the purpose of research for Spring 2010.

ELIGIBILITY: All Marshall University associate and full graduate faculty members shall be eligible to receive release time for research.

METHOD OF APPLICATION: 1. Applicants must submit 1) a written summary no longer than 500 words describing the research project, 2) a current vita, 3) a list of previous Marshall University faculty development grants and Summer Research Awards for the past three years, and 4) an explanation no longer than 250 words of the progress and/or results of past summer research grants, and/or faculty development grants, including Graduate College reassigned time. 2. Applicants must designate on this form, which is to be used as a cover sheet for the application, the course or other work from which they would be released and secure the signatures of their Department Chair and College Dean approving the application and assuring that the course can be covered. 3. Application materials must be returned to the Graduate Dean's Office no later than October 2, 2009.

METHOD OF REVIEW: Applications will be judged by members of the Research Committee and the Graduate Council. Applicants will be notified of the committee's action within two weeks after the deadline.

REPORTING: Progress reports must be submitted to the Graduate Dean's office within 60 days after the completion of the period of reassigned time.

ASSISTANCE WITH APPLICATION: Questions about the application process should be directed to Dr. Donna Spindel, Graduate Dean; the applicant's representative on the [Research Committee](#); or David Mallory, Research Committee Chair.

[SUMMER RESEARCH AWARD](#) [Application](#)

GENERAL INFORMATION: The Research Committee solicits applications for funding of summer research and creative endeavors. These funds are made available to full-time faculty who hold nine-month appointments and are awarded on a competitive basis. Faculty who are not returning to Marshall University in the fall are not eligible to receive an award. Funds are largely unrestricted, but are intended to support specific research projects that will enhance the reputation of Marshall University and the professional standing of the recipient. Use of these funds to conduct research that may be the basis for securing other extramural funding is particularly encouraged.

Application deadline: March 31, 2010. Return completed application to the Faculty Senate office, Memorial Student Center, room BW14; e-mailed applications will not be accepted.

METHOD OF APPLICATION: The complete application will consist of three parts as follows: (1) The applicant will complete the form below and use it as a cover sheet for the application. (2) The applicant will provide an abstract of the research or creative endeavor on a separate page, not to exceed 400 words. (3) A current curriculum vitae will be included as part of the application. No other materials are required for making the awards, but the applicant should ensure that all necessary information to allow complete evaluation of the proposal is included. The application should be able to stand alone without additional supporting material.

AWARDS: The maximum amount of the award will be \$2,000 per faculty member. This will be paid directly to the recipient after the committee has selected the proposals to be funded and as soon as the payroll office is able to process the checks. The award will be considered income and will have withholding tax deducted from the proceeds of the award. If any part of the award is actually nontaxable, the recipient shall be responsible for obtaining a refund of taxes withheld.

ACCOUNTABILITY: Each recipient will provide the Chair of the Research Committee a brief summary (not to exceed 400 words) of the results of his or her work no later than the first day of the Spring Semester 2011. A manuscript intended for publication may be submitted in lieu of the summary. The summary is to be sent to Bernice Bullock in the Faculty Senate office. Individuals who fail to provide such a summary will be ineligible for a subsequent summer award.

LIMITATIONS: The recipient is expected to have adequate time to do the proposed research. Therefore, the committee is unlikely to give high priority to faculty teaching several summer sessions. The committee will not give two awards for two faculty members working on the same project. It will declare any joint application or any separate applications for the same project ineligible for funding. The Research Committee will not provide funding for any portion of a project that is also funded under faculty development grants.

METHOD OF REVIEW: The application will be reviewed by the appropriate subcommittee of the Research Committee on the basis of the significance and quality of the proposal. A subcommittee representing each college will be selected and will consist of the college's representative to the Research Committee and of at least two other full graduate faculty members from that college. Each application will be judged by the criteria noted above. Each application will receive a priority score and those scores will be used to determine the order of funding. The number of grants allocated to each college will be proportionate to the number of eligible applications received from that college. A report regarding both the previous year's college competition for summer research grants and the criteria employed by the applicant's college may be obtained from the applicant's representative on the Research Committee.

ASSISTANCE WITH APPLICATION: Questions regarding the application process or the format should be addressed to any member of the [Research Committee](#), preferable the member representing the applicant's college.