

**FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR GROUP PROJECTS FOR INCO FOUNDATION GRANTS**

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 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 3, 2011, February 3, 2012, and April 2, 2012. 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.