

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 Dynamic Forms application [here](#), or access the application 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 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 \$1,200 per faculty member per academic year and \$3,500 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 \$600 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, 2017, February 1, 2018, and April 1, 2018. 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 Dynamic Forms application [here](#), 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 \$1,200 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 academic year: October 1, February 1, and April 1. 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

Purpose of the Grant: The Research Committee accepts applications for Quinlan Endowment funds specifically in support of faculty travel to present scholarly or creative work at professional meetings and conferences. Priority for funding will be based on the significance of both the applicant's participation and the conference.

Eligibility of Applicant: Applicants must be full-time, tenured or tenure-track faculty or librarians with faculty status. Faculty may not receive more than \$500 per academic year. Applicants with MU Co-Presenters are eligible to receive up to 50% of their request. Please note that paper applications will not be accepted. Applications are now processed online via [Dynamic Form](#).

Eligible Activities: The grant is to be used specifically for the dissemination of research and creative activities through presentation at professional meetings and/or conferences and may not be used for the discovery of knowledge or for the purchase of materials involved in research and/or creative activities.

Application Criteria: Applications must include the following, or they will be considered incomplete and thus, ineligible for funding:

- A letter briefly describing your activity or activities at the meeting or conference. The letter should address 1) the nature and specifics of your activity, including your level of participation (include any additional committee responsibilities, officer duties); 2) the significance of your presentation and/or creative activity within your field; and 3) the significance of the conference within your field, including participants and geographic draw.
- A copy of your abstract for your presentation, or in the case of creative activity, documentation (see below) and a short paragraph describing your participation if no abstract was required. For example, a performer would include information describing his or her role in the performance; an artist should include information describing his or her work and its role in the event.
- Documentation of acceptance of your presentation or creative activity. An application that lacks documentation of acceptance will NOT be considered incomplete, but please note that funding will not be disbursed until notice of acceptance is received. Applicants must notify the committee chair as soon as the notice of acceptance or non-acceptance of the presentation or creative activity is received. Applicants with additional responsibilities during the meeting or conference should provide documentation.
- A budget, documenting that your Quinlan request does not exceed more than one-third of the total budget. Please note that disclosure of the source of matching funds is unnecessary.

Deadlines: Applicants are urged to submit requests for travel funding as early in the academic year as possible. The Research Committee will strictly adhere to the following application deadlines: October 1, February 1, and April 1. Applications received after each deadline will be reviewed as part of the next round. Completed applications are to be submitted via Dynamic Form to the Faculty Senate office, Old Main, Room 310.

Disbursement: Recipients are reimbursed for their expenses (no more than one-third of the total, up to \$500) after the activity is completed. Applicants who fail to seek reimbursement within three months (90 days) of the start date of the activity will lose their funding and be ineligible for another award during that academic year. Grants are awarded for the specific activity indicated in the award letter and may not be transferred to another. Applicants who do not use their funding for the specified activity must reapply to receive consideration for a different activity.

Assistance with the Application: Questions concerning the application process should be directed to the Research Committee representative from the applicant's college or the committee chair. See also the Pre-Screening Form [here](#).

SUMMER RESEARCH AWARD

GENERAL INFORMATION: The Research Committee solicits applications for funding of summer research and creative endeavors. These funds are awarded on a competitive basis to librarians and full-time faculty who hold nine-month appointments. 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 30.

Return completed application to the Faculty Senate office, Old Main, Room 310; 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 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 January 31st of the following Spring Semester. A manuscript intended for publication may be submitted in lieu of the summary. The summary is to be sent to the Faculty Senate office; an emailed summary will not be accepted. 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 subcommittees 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. The project cannot be funded by other Marshall funding mechanisms.

ASSISTANCE WITH APPLICATION: Questions regarding the application process or the format should be addressed to any member of the **Research Committee**, preferably the member representing the applicant's college.