



Handbook

2015-2016 KSU Faculty Development & Awards Committee

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**2015-2016
FACULTY DEVELOPMENT AND AWARDS COMMITTEE**

Committee Chair: Nikolaos Kidonakis

Teaching Faculty:

Arts:	Not filled	(17)
Business:	Samia Siha	(16)
Education:	Ethel King-McKenzie	(16)
HHS:	Doreen Wagner	(16)
HSS:	Chien-pin Li	(17)
S&M:	Sigurdur Greipsson	(16)
University College:	Not filled	(17)
ACM	Pavan Meadati	(16)
CSE	Not filled	(17)
EET	Not filled	(17)

Previous Faculty Awards Winners:

Winner of the Distinguished Teaching Award 1:	Pam Marek	(16)
Winner of the Distinguished Teaching Award 2:	Margaret Baldwin	(17)
Winner of the Distinguished Service Award 1:	David Johnson	(16)
Winner of the Distinguished Service Award 2:	Tom Pusateri	(17)
Winner of the Distinguished Scholarship Award 1:	David Jones	(16)
Winner of the Distinguished Scholarship Award 2:	Nikolaos Kidonakis	(17)

Administrative Faculty:

Executive Director, Office of Research	Carolyn Elliot-Farino
CETL Executive Director	Michele DiPietro
Vice President for Research and Dean of the Graduate College	Charles Amlaner

2015-2016 FDAC Proposed Timeline

August.....	Call for proposals announcement for FY 2017 Incentive Funding Awards, FY 2017 Tenured Faculty Leave Funding
October 15 (Marietta) & October 16 (Kennesaw)	Incentive Funding Awards Application Development Workshops
November 2.....	Submission deadline for FY 2017 Incentive Funding Awards applications
Late November/Early December	Selection meeting for Incentive Funding Awards
December	Mail decisions to applicants for FY 2017 Incentive Funding Awards for Scholarship
January/February, 2015.....	Tenured Faculty Enhancement Leave Application Development Workshops
January 18	Submission deadline for FY 2017 Tenured Faculty Enhancement Leave applications
February	Selection meeting for Tenured Faculty Enhancement Leaves
February	Mail decisions to applicants for FY 2017 Tenured Faculty Enhancement Leave Awards

Tenured Faculty Enhancement Leave Program

Application Deadline: Monday, January 18, 2016 @ 11:59pm

This competitive award program, funded by the President and Provost, is intended to provide funding to assist tenured faculty in devoting an entire semester to foster their professional development through research, creative activity, instructional improvement, or retraining.

The Tenured Faculty Enhancement Leave Program provides the faculty member with his/her full salary and fringes for one semester (either fall or spring) in the next academic year. The faculty member's department will receive up to \$20,000 to fund faculty instructional replacement costs. During the Leave, the recipient must devote the entire semester to the Leave and not teach any courses or participate in other KSU-related activities.

Eligibility

- Applicants must be tenured at the time of their application
- Applicants must be in at least their 7th year of full-time employment at KSU and have completed at least 6 consecutive years as a full-time faculty member at KSU at the time of the application.
- Faculty are eligible to apply for a subsequent Leave in the 6th year after the completion of a previous Leave.

General Criteria

- Proposals must focus on scholarship and/or faculty development projects that will enhance a faculty member's teaching, research and/or creative activity, or professional service. Appropriate activities might include: concentrated research and/or creative activity on a special project, either locally or through travel to another institution or location; working in an applied setting related to their professional training; or working in a substantial leadership position, that enhance the faculty member's skills and profile and that of the university, in a professional organization.
- Recipients must agree to return to KSU for a minimum of twelve months after the semester in which they take a Leave.

Faculty Enhancement Leave Uses and Limitations

- Leaves are available for either fall or spring semester. They are not available during the summer because faculty are not under contract, though the summer may be used to extend the Leave experience in the narrative of the Leave proposal.
- Accepting the Leave means that a faculty member will take a full leave from all KSU responsibilities during the entire semester, except for activities consistent with these guidelines. The intent of this program is to enable faculty to focus on the Proposal described in their application. Accordingly, recipients will normally work exclusively on their Proposal, and not engage in other teaching, service or research during the Leave. However, work outside the Proposal may be appropriate if it does not interfere with the Proposal and there are compelling

reasons to allow this additional work. For example, a recipient may be an investigator on a research study, and it would be disruptive to the research for them to withdraw for a semester. In that case, the recipient may be allowed to continue as an investigator so long as they can responsibly carry out that role and complete their Proposal. As another example, a recipient may be advising a graduate student on their research or studies which are closely aligned with the recipient's expertise, such that it might be disruptive to the student's progress if they were no longer advised by the recipient. In that case, so long as continuing as the advisor would not interfere with the Proposal, then the faculty member may be allowed to continue in that role during the Leave. In cases where work outside the Proposal is contemplated during the Leave, recipients and their chair or dean should consult with CETL on whether that will be consistent with these Guidelines. If necessary, the Provost may make a final ruling on whether the additional work is appropriate.

- During the Leave, faculty members should continue to follow KSU and Board of Regents policies on outside activities and conflicts of interest.
- Recipients will receive their regular salary and benefits during the Leave period.
- Leaves cannot be used to accept a temporary teaching appointment at another university unless that appointment contributes directly to a project designed to expand the faculty member's skills (e.g., temporary appointment at a foreign university, Fulbright). Such teaching appointments must be

disclosed in your application.

Funded Faculty Enhancement Leave Requirements

The recipient is expected to:

- take a full leave from all KSU responsibilities in the semester in which their Leave takes place, except for activities consistent with these guidelines;

submit a comprehensive final report that addresses the outcomes/products of the Leave with respect to enhanced teaching, research and/or creative activity, and/or professional service to the CETL Executive Director no later than December 31st of the academic year after the completion of the Leave.

- disseminate findings through refereed publications, presentations, workshops, and/or submission of a grant proposal. All publications and presentations must acknowledge the assistance of Kennesaw State University.

Proposal Review

The KSU Faculty Development and Awards Committee (FDAC) reviews applications and awards on a competitive basis. The following criteria guide the evaluation of proposals:

- The extent to which the proposed Leave articulates specific measurable professional development outcomes/products related to teaching, research and/or creative activity, and/or professional service.
- The extent to which the proposal clearly demonstrates how the Leave will ultimately contribute to departmental, college, and university mission and goals.
- The extent to which the proposal includes an explicit action plan and timeline that delineates a realistic and achievable schedule of short-term goals during the leave as well as long-term activities and impact.

- The extent to which the applicant has an established record of excellence in teaching, research and/or creative activity, and/or professional service. These criteria will be measured against the number of years of academic training and work experience presented in the applicant's CV.
- The extent to which there are departmental and college support and resources to sustain resulting initiatives of the applicant after the Leave.

Proposal Questions and Assistance

Because this is a highly competitive program, we strongly suggest attending one of the CETL Workshops on preparing a Leave application. If you have any questions concerning the application process or the suitability of your proposal, contact Michele DiPietro, CETL Executive Director (mdipietr@kennesaw.edu). Applicants are also strongly encouraged to contact the KSU Office of Sponsored Programs for assistance in reviewing and developing their Leave proposal.

Notification of Applicants

Notification of funding decisions are sent to applicants approximately 4 weeks after the submission deadline. Upon notification of receiving the award, recipients must complete and submit a "Letter of Understanding" and complete the formal Leave request paperwork to the CETL Executive Director, who then forwards it to the Provost's Office.

ELECTRONIC SUBMISSION PROCESS:

Proposal Submission Guidelines

A **single** electronic copy (**PDF only**) including the entire proposal and all supporting documentation described below must be submitted through the FDAC Application Portal. It will be the responsibility of the individual submitting the proposal to ascertain that the proposal materials are complete when submitted (all documents requested are included; no materials missing). The Faculty Development and Awards Committee (FDAC) will not consider late or incomplete applications.

Submission Instructions:

1. Go to the following link for the Application Portal:

<https://web.kennesaw.edu/cetl/node/add/cetl-faculty-funding-app>

2. Simply enter your NetID and Password. You do not need to create a CETL username and password.
3. Complete the requested information. This information is to be completed by the person submitting the application.
4. Select the funding category for which you are applying in the dropdown menu.
5. Using "Browse," select the file to be uploaded and then click "upload." **Remember that the entire application must be submitted as a single PDF file that includes all of the content below in the order that it is listed. Please name the single PDF file as follows for easy tracking: "your last name-your first name" Leave app.**
6. Click "Save" and you are done.
7. You will receive an e-mail confirmation of receipt within 24 hours. If you do not receive

the confirmation e-mail, you should immediately follow up in case there was an “electronic glitch.” It is the applicant’s responsibility to ensure that the proposal was received by the deadline.

Proposal Format

In order to facilitate and expedite the review of proposals, proposals must be submitted in the following format (i.e., order of content) and explicitly address all specified proposal elements listed below.

Proposals that are not consistent with the following formatting instructions or missing required content (e.g., cover sheet signatures, budget statement of understanding signatures) are not considered.

NOTE: The proposal must be paginated.

- I. **Cover Sheet and Abstract** (no more than 100 words) with both required signatures.
Available on the CETL webpage as “[Enhancement Leave Application.pdf](#)” under Application documents.

- II. **Narrative (No more than 5 (five) double-spaced pages, 12 point font in Times New Roman or LaTeX, 1 inch margins. NOTE: reference/citation pages do not count as part of the 5 page limit.)** – Describe in detail your proposed Leave using the following framework and **specifically addressing all of the items listed**. The reviewing panel is populated with layperson scholars and does not represent experts in your field of scholarship. Therefore, it is important to write the narrative in clear, direct language. Make it "reader friendly" by eliminating jargon and clichés and avoiding acronyms whenever possible.
 - a. **Project Description (recommend 4 pages)**
Provide a clear and documented overview of the rationale, purpose, and outcomes of the proposed Leave project
Your overview must include:
 - a clear description of the project itself, including rationale and methodology;
 - how the project relates to professional development that enhances your teaching, research and/or creative activity, and/or professional service;
 - measurable outcomes/products for your professional development that are a direct result of the project (expected short-term outcomes, i.e., what will be “produced” at the end of the Leave, and long-term outcomes/products related to enhancing your teaching, research and/or creative activity, and/or professional service);
 - how the project relates to your contribution to department, college or university strategic goals?
a description of any other funds or resources that you will have available during the Leave (e.g., compensation for employment during the Leave). Also, address whether you are collaborating or working with others and what you expect to gain from the collaboration?

 - b. **Sustainability (recommend 0.5 page)**
If your Leave-related activities will continue after your return, provide an action plan and timeline for realistic long-term goals and activities. Identify departmental and/or college support and resources where applicable.

c. **Dissemination (recommend 0.5 page)**

Provide a plan for disseminating the results of your project through presentations, exhibitions, and/or publications.

III. **Provide a one page timeline that delineates a realistic and achievable project schedule that indicates how will you accomplish the desired outcomes/products and the specific activities planned during the Leave?**

IV. **Current Condensed Curriculum Vitae (maximum of 5 pages including highlighting 5 of the most relevant publications to the Leave proposal.)**

V. **Letters of Support:**

- a. A letter from the Department Chair specifically addressing:
 - impact of the Leave on the faculty member's professional development, specifically with respect to teaching, research and/or creative activity, and/or professional service;
 - applicant's ability to successfully complete the Leave's goals and outcomes;
 - department or college support and resources are available after the Leave to sustain the faculty member's activities and initiatives that were started during the Leave; and
 - impact of the Leave for achieving department/college/university goals.
- b. No more than two additional letters of support from those familiar with the Leave's proposed activities. If the applicant is planning to work as a research associate at a colleague's lab, at a professional organization, or in an applied setting, provide at least one support letter from someone at that setting.

VI. **Previous Kennesaw State University Funding Awards (no more than 1 page)**

A list of all Kennesaw State University internal funding awards received in the last 4 academic years and this submission (e.g., Incentive Funding Award for Scholarship, CETL funding awards, College awards). You must include this page even if previous funding awards are listed on the CV.

VII. **Replacement Budget Funding Statement of Understanding**

A statement of understanding and proposed use of replacement budget funding signed by the department chair and dean (see attached form)

Application Cover Sheet
Tenured Faculty Enhancement Leave Program

Name _____ Rank/Title _____

College _____ Department _____

Period of Leave (select **one only**): Fall Semester Spring Semester

Date of Initial Appointment at KSU _____ Rank at Initial Appointment _____

Effective Date of Tenure _____

Previous Leaves _____ Date _____

_____ Date _____

Project Title _____

Project Summary (100 words): _____

Replacement Budget Funding Statement of Understanding

We understand and agree to the following stipulations with respect to replacement funding for this faculty member's Leave:

1. Leaves provide a maximum of \$20,000 for costs associated with instructional replacement costs for the faculty member on Leave.
1. These funds may **only** be used to hire part-time faculty (at a maximum of 5 course sections) or a one semester full-time replacement for the faculty member on Leave.
2. If replacement costs exceed \$20,000, the department or college will be responsible for covering those costs.

Our plan is to use the funds for :

Hiring part-time faculty (with an estimated cost of _____)

Hiring a one semester full-time replacement at \$20,000

Signatures:

Department Chairperson _____ **Date:** _____

College Dean _____ **Date:** _____

Print form for signature

Tenured Faculty Enhancement Leave Letter of Understanding Submitted upon acceptance

I agree to all terms and conditions outlined below:

1. I agree to return to KSU as a full-time faculty member for twelve months _ after completion of this Leave. If I resign or retire from KSU before the end of that year, I agree to reimburse KSU for the amount of compensation I received while on leave, as well as any other expenses paid for my benefit by KSU or its affiliated entities during the leave, including all benefit costs..
2. I will complete the Leave project goals and activities as accepted by the Faculty Development and Awards Committee in the time frame specified in the proposal.
3. I will submit a comprehensive final report to the CETL Executive Director no later than Dec. 31st of the academic year after the Leave. The report will delineate:
 - a. All work and activities completed during the Leave.
 - b. How the goals and outcomes of the Leave have been met.
 - c. Any dissemination of results (e.g., publications, presentations, grant proposals submitted, seminars or workshops, materials developed for classroom instruction, etc). Attach one copy of submitted, published, or presented papers (or other disseminated products).
 - d. Ongoing activities and follow-up.
4. I will present the outcomes of my project in a poster at the CETL showcase in the fall of the academic year following the leave. Alternatively, I will conduct a workshop or seminar for colleagues on the outcomes of my Leave within 6 months of the end of the Leave.
5. I understand that the purpose of the Leave is to provide me time or the opportunity to work on the project full time and agree to suspend all KSU-related responsibilities and activities unrelated to the project during the term in which the Leave is taken, except as allowed by the Enhancement Leave Guidelines.
6. I understand that my successful application will be published on the CETL website as a model for future applicants.
7. I understand that if any of the above conditions are violated, I will not be eligible for funding from any KSU Funding Award program for a 5-year period.

Print for original signatures

Signatures:

Faculty Applicant Signature

Print Name

Date

I have read the proposal, approve of its implementation, and agree to provide course releases as funded and scheduled.

Department Chair or Supervisor Signature

Print Name

Date

Dean Signature

Print Name

Date

Rating Form

Tenured Faculty Leave Program

APPLICANT _____

Please evaluate each proposal with respect to each of the criteria listed below and note strengths and weaknesses for each criteria.

The extent to which the proposed Leave articulates specific measurable professional development outcomes/products related to teaching, research and/or creative activity, and/or professional service.

The extent to which the proposal clearly demonstrates how the Leave will ultimately contribute to departmental, college, and university mission and goals.

The extent to which the proposal includes an explicit action plan and timeline that delineates a realistic and achievable schedule of short-term goals during the Leave as well as long-term activities and impact.

The extent to which the applicant has an established record of excellence in teaching, research and/or creative activity, and/or professional service.

The extent to which there are departmental and college support and resources to sustain resulting initiatives of the applicant after the Leave.

Summary Evaluation

Funding Recommendation (high, medium or low): _____

Rank order among all proposals: _____

Incentive Funding Awards for Research & Creative Activity

Application Deadline: November 2, 2015 @ 11:59pm

The Faculty Development and Awards Committee is pleased to announce a solicitation for proposals for the **Incentive Funding Awards for Research & Creative Activity Program**. The Program encourages, recognizes, and rewards tenure-track faculty for the development and implementation of innovative research or creative activity that demonstrates Kennesaw State University's commitment to the Boyer Model of Scholarship (Scholarship of Teaching and Learning, Scholarship of Discovery, Scholarship of Integration and Scholarship of Engagement/Application).¹ Results of the project must be disseminated through publication, presentation, or performance within the time frame specified in the proposal.

Selection: This program provides up to **\$8,000** per project to assist faculty in implementing projects that demonstrate Kennesaw State University's commitment to the Boyer Model of Scholarship. Funding Awards will be awarded on a competitive basis for research or creative activity in any one of the following categories.

1. **Scholarship of Teaching and Learning:** Scholarship focusing on the teaching-learning process and gaining a better understanding of educating students, including the transmitting of knowledge and transformation and extension of that knowledge. It involves the study of teaching activities or methods and lifelong learning for both the student and the professor.

1. **Scholarship of Discovery:** Refers to original research and discovery of new knowledge. The focus is on the creation of new knowledge through development and extension. It is not descriptive or synthesizing except as it relates to forming new theory.

2. **Scholarship of Integration:** Scholarship that makes connections between fields of knowledge and disciplines and bridges information to knowledge. Integrative scholarship is "research at the boundaries where fields converge" and may "interpret what has already been discovered in new way that broadens our understanding" [Boyer, p.19].¹

3. **Scholarship of Application/Engagement:** Practical problem-solving on a large scale. Such application must give rise to new theories, methodologies, or processes of problem-solving. Applied Scholarship involves original research and other activities that apply knowledge to significant problems and the improvement of professional practice.

Opportunities Provided:

- course release funds to provide time for project development and/or implementation during fall or spring semester, and/or;
- a summer stipend paid on July 31st, and/or;

¹ Ernest L. Boyer. *Scholarship Reconsidered: Priorities of the Professoriate*. Princeton, New Jersey: Princeton University Press, The Carnegie Foundation for the Advancement of Teaching, 1990.

- support for project expenses (travel, equipment, consultants, materials, etc.), to be disbursed in the next fiscal year.

Eligibility

- Applicants must be full-time faculty (tenure-track faculty, lecturers, or senior lecturers) at the time of their application and under contract at KSU when the project starts in the next academic year. Temporary and part-time faculty members are not eligible.
- Applicants are limited to submitting or being a co-submitter on one proposal each year. ¹

Expectations of Funded Projects

The primary investigator is expected to:

- upon notification of receiving the award, complete and submit a “Letter of Understanding,” which will be sent to recipients. (available on the CETL Website under Application Documents)
- develop and/or implement the project during the next fiscal year (July 1 - June 30);
- obtain Institutional Review Board approval **prior** to collecting any data if the project includes research involving human or animal participants. A copy of the Institutional Review Board approval must be sent to the CETL Executive Director.
- submit a one-page progress report to the CETL Executive Director no later than December 1 of the next fiscal year;
- disseminate results through a College or Departmental seminar or workshop within the next 2 academic years;
- submit a comprehensive final report to the CETL Executive Director no later than July 31 of the next fiscal year;
- disseminate the findings or lessons learned through scholarly papers, presentations, workshops, and/or submission of grant proposals upon project completion. All publications and presentations must acknowledge the assistance of Kennesaw State University. **Review of Project Proposals** Kennesaw State University Incentive Funding Awards for Research & Creative Activity are granted on a competitive basis. In selecting proposals to be supported, the Faculty Development and Awards Committee works with CETL, the Office of the Graduate Dean, and the Office of the Provost. The Faculty Development and Awards Committee reviews proposals and selects awardees. The committee uses the following criteria in evaluating a project:

- The extent to which the project fits the program goals. Does the project reflect the goals of the Scholarship of Teaching and Learning, Scholarship of Discovery, Scholarship of Integration, or Scholarship of Application/Engagement?
- The extent to which the outcomes of the project are clearly specified. Are outcomes clearly specified for faculty, students, and/or community? Does the proposal clearly identify the specifics of what is to be accomplished and what “products” will result?
- The extent to which the project will make a significant impact. Are the goals worthwhile, desirable, and important? In what way will the project make an important contribution to faculty, students, and/or the community?
- The extent to which there is clearly defined methodology, as well as an assessment and dissemination plan. Is there an explicit plan of action and timeline for a realistic sequence of activities to be carried out? Are plans and procedures well developed and realistic? Has the applicant identified measures of success for the project and a method for determining whether or not the project was successful? Has the applicant identified a comprehensive plan of action for disseminating the results of the project?
- The extent to which supporting resources, other than those requested in this application (such as additional department or college support, laboratories, computing or technological resources, special equipment, or supplies) will be available to successfully complete the project.
- The demonstration of the individual's record of excellence or potential for excellence in research or creative activity.
- The extent to which the proposed budget meets funding criteria and is clearly justified.

Questions and Assistance with Proposals

Because this is a highly competitive funding program, we strongly suggest attending one of the CETL Workshops on preparing an Incentive Funding Award application. If you have any questions concerning the application process or the suitability of your proposal, contact Michele DiPietro, CETL Executive Director (mdipietr@kennesaw.edu). Applicants are also strongly encouraged to contact the KSU Office of Sponsored Programs for assistance in reviewing and developing their Incentive Funding Award proposal.

Notification of Applicants

Notification of funding decisions are sent to applicants approximately 4 weeks after the submission deadline. Upon notification of receiving an Incentive Funding Award, recipients must complete and submit a “Letter of Understanding.”

Project Management

All KSU-supported research projects are administered in accordance with established University

fiscal procedures and research policies. These include all travel regulations, policies relating to the protection of human subjects, and policies related to intellectual property rights. Equipment and computer software purchased through faculty development money become the property of the University, earmarked for the individual's use while at the institution during the time the project continues.

All support for the project is awarded and must be expended during the next fiscal year between July 1 and June 30th. Funds must be encumbered no later than March 15th of the next fiscal year.

Upon completion of the project and no later than July 31st a final written report must be filed with the CETL Executive Director. This report will be made available to the campus community.

All publications and presentations must acknowledge the assistance of Kennesaw State University.

ELECTRONIC SUBMISSION PROCESS: Proposal Submission Guidelines

A **single** electronic copy (PDF **only**) including the entire proposal and all supporting documentation described below must be submitted through the FDAC Application Portal. It will be the responsibility of the individual submitting the proposal to ascertain that the proposal materials are complete when submitted (all documents requested are included; no materials missing). The Faculty Development and Awards Committee (FDAC) will not consider late or incomplete applications.

Submission Instructions:

4. Go to the following link for the Application Portal:

<https://web.kennesaw.edu/cetl/node/add/cetl-faculty-funding-app>

5. Simply enter your NetID and Password. You do not need to create a CETL username and password.

6. Complete the requested information. This information is to be completed by the person submitting the application.

7. Select the funding category for which you are applying in the dropdown menu.

8. Using "Browse," select the file to be uploaded and then click "upload." **Remember that the entire application must be submitted as a single PDF file that includes all of the content**

below in the order that it is listed. Please name the single PDF file as follows for easy tracking: "your last name-your first name" incentive app.

I. Click "Save" and you are done.

II. You will receive an e-mail confirmation of receipt within 24 hours. If you do not receive the confirmation e-mail, you should immediately follow up in case there was an “electronic glitch.” It is the applicant’s responsibility to ensure that the proposal was received by the deadline.

What to Submit

In order to facilitate and expedite the review of proposals, proposals must be submitted in the following format (i.e., order of content) and explicitly address all of the specified proposal elements listed below. **Proposals that are not consistent with the following formatting instructions or missing required content (e.g., cover sheet signatures, support letters, etc.) will not be considered. The proposal must be paginated and merged into one PDF file.**

- **Cover Sheet and Abstract** (no more than 100 words) with both required signatures. Available on the CETL webpage as “*Incentive Application.pdf*” under Application documents.
- **Project Narrative** (Absolutely **no more than 5 (five) double-spaced pages, 12 point font, 1 inch margins. NOTE: reference/citation pages do not count as part of the 5 page limit.**) – Describe in detail the project within the following framework and in the order specified, using the title words given below to identify each section. It is important to write the narrative in clear, direct language. Make it "reader friendly" by eliminating jargon and clichés, and avoiding acronyms whenever possible. **All of the following must be specifically addressed in the project narrative:**

Goal(s) - What is the ultimate purpose of the project and how does it specifically address the Scholarship of Teaching and Learning, Scholarship of Discovery, Scholarship of Integration, or Scholarship of Application/Engagement?

Outcomes - What are the outcomes or impact of the project for KSU faculty, staff, students, or the community (local, regional, national, or international) or discipline? Describe the project, giving specifics of what is to be accomplished and what will be “produced.”

Significance - Why is this project important and to whom? Discuss the potential impact of the project.

Methods - How will the desired outcomes be accomplished? What specific roles and responsibilities will each project applicant/participant have? *If you are requesting funding for a summer stipend or academic year course release, you must clearly demonstrate that this type of support is essential for project completion.*

Assessment - How will you determine if the project was successful? Clearly specify the assessment procedures. The assessment section always relates back to the stated goals and expected outcomes of the proposal, so it is critical that these be clear and measurable.

Dissemination - How will others learn about your project? Indicate what materials will be produced, how others will learn of the project, and the products to be made available. Provide a two-year plan for disseminating the results of your project. Some common vehicles for dissemination include: newsletters; electronic materials; grant applications;

exhibitions; performance; workshops held on campus and presentations at regional/national conferences; video conferences; local and national mass media, academic or professional journals; textbooks and other printed resources.

a. **Provide a one page timeline that delineates a realistic and achievable project schedule that indicates how will you accomplish the desired outcomes/products and the specific activities planned during the funding period and includes your subsequent dissemination or implementation.**

b. **Proposed Budget and Budget Explanation/Justification** (available on the CETL webpage under "Application Documents"). The maximum funding available per project is \$8,000 (you may apply for lesser amounts of funding). Funds are available for (1) stipends for summer term, (2) course release(s) during fall or spring semester, and/or (3) project expenses (travel, equipment, consultants, materials, etc.). Summer stipends may not exceed 10% of a faculty member's academic year salary and total summer compensation (stipend plus any other payment from the University, e.g., payment for courses taught, payment for administrative assignments) may not exceed 30% of the faculty member's academic year salary (project expenses and fringe benefits are not included in the calculation of total summer compensation). **SPECIAL BUDGET NOTES:**

- Because these are state funds, several items can not be included (e.g., gifts for research participants, purchase of some items the state would designate as "personal." If you have questions concerning whether something can be budgeted, please contact Mr. Kaleem Clarkson (kclarks2@kennesaw.edu) in CETL. Items included in budgets that can not be purchased through state funds will be deleted by the FDAC.
- Incentive funding does not cover routine copying costs using KSU copiers. This should be included as a departmental budget support item. However, the funding can support large printing jobs that exceed routine coping (e.g. printing a large number of surveys to be mailed) or copying costs incurred when doing off campus research (e.g., library coping costs at other universities).
- If you request a summer stipend in your budget, you must also include fringes for the stipend in your budget. Fringes for your summer stipend are a part of your overall budget amount. For example, if you request a \$5,000 stipend, you must include a fringe amount of \$1,000. Therefore, your total budget amount for the summer stipend is \$6,000 and you only have \$2,000 remaining for other possible project costs.

- Course releases must be budgeted at the actual cost of hiring a part-time faculty member in your department (not to exceed \$3000 per three-hour course). Collaborative proposals must indicate course release and stipend amounts for each collaborating faculty member. Money awarded may not be spent on items/services prohibited by state law (e.g., food, gifts for project participants, etc.). Please contact Mr. Kaleem Clarkson (kclarks2@kennesaw.edu) at ext. 6410 with any questions about allowed budget items.

Activity

- VI. **Current Condensed Curriculum Vitae (maximum of 5 pages including highlighting 5 of the most relevant publications to the project proposal.)**
- VII. **Letters of Support:**A. A letter from the Department Chair specifically addressing:
1. importance of the research or creative activity within the department/school/college/university;
 2. grant applicant(s) abilities to successfully complete this project; and
 3. department/school/college support available for the project (e.g., release time, travel, student assistant, equipment, etc.).
- VIII. B. No more than **two** additional letters of support from those familiar with the proposed project.
- IX. **Previous Kennesaw State University Funding Awards**Please list all Kennesaw State University internal funding awards received in the last 3 years and the submission date of this proposal (e.g., Incentive Funding Award for Research & Creative Activity, CETL funding awards, College awards). You must include this page even if previous funding is listed on your CV.

COVER SHEET

Incentive Funding for Research & Creative Activity

Applicant and Title _____ Department _____
 Telephone Extension _____

Title of Project: _____

Project Abstract (100 Words Maximum):

I have read the proposal, approve of its implementation, and agree to provide course releases as funded and scheduled.

Supporting Signatures:

Department Chairperson _____ Date: _____

College Dean _____ Date: _____

BUDGET PROPOSAL

A. COURSE RELEASES \$ _____

1. Fall 2015 (who will receive release, cost of release)

	\$ _____
	\$ _____
	\$ _____

2. Spring 2016 (who will receive release, cost of release)

	\$ _____
	\$ _____
	\$ _____

B. SUMMER 2015 STIPEND² \$ _____

² The stipend requested may not exceed 10% of the faculty member's academic year salary (excluding fringe benefits). Total Summer compensation, from all University sources may not exceed 30% of the faculty member's

1. _____ Faculty Member
 \$ _____ Academic Year salary
 \$ _____ Stipend Requested
 \$ _____ Fringe Benefits (20% of Stipend)³
 \$ _____ TOTAL BUDGET REQUEST (Stipend + Fringes)
2. _____ Faculty Member
 \$ _____ Academic Year salary
 \$ _____ Stipend Requested
 \$ _____ Fringe Benefits (20% of Stipend)
 \$ _____ TOTAL BUDGET REQUEST (Stipend + Fringes)

C. PROJECT OPERATING EXPENSES \$ _____

1 COMMUNICATION

- a. Postage \$ _____
 b. Other (please specify) \$ _____

2 PRINTING/DUPLICATING/CAMERA READY \$ _____

3 TRAVEL \$ _____

(Proposed travel expenses should be listed separately by trip with the destination, dates of

academic year salary. A faculty member requesting a summer stipend must demonstrate, in this proposal, how the stipend will enable him or her to make a greater commitment to the proposed project.

³ Fringe benefits are calculated at 20% of salary and must be included in the overall budget amount if the applicant is seeking a summer stipend.

travel, purpose. Please itemize on separate sheet.)

4 EQUIPMENT AND SOFTWARE (*Please itemize on separate sheet.*)

5 OPERATING EXPENSES (Itemized and justified)

a. clerical assistance (e.g., transcription costs) \$_____

b. computer charges \$_____

c. database searching \$_____

d. audio-visual services \$_____

e. television/teleconference services \$_____

f. consultants (honoraria and per diem) \$_____

g. student research assistants \$_____

6 OTHER (Itemized and justified) \$_____

TOTAL FUNDING REQUEST \$_____

(\$8,000 maximum)

OTHER SUPPORT:

Describe any other project support/resources provided by the department, college/school, or external sources. Please include any grants, internal or external, applied for or received in support of this project.

Departmental Support: \$_____

College Support: \$_____

Extramural Grant and/or Contract Support \$_____

BUDGET EXPLANATION/JUSTIFICATION:

(Include estimated time to be dedicated to project for each person, as well as an outline of expected activities. Explain purpose of all purchases of items in operating expenses, reasons and destination for travel, and the need for specific equipment and software. All equipment purchased becomes the property of KSU, for the use of the awardee(s) while in the employ of KSU.)

Letter of Understanding Incentive Funding for Research & Creative Activity

I (we) agree to all terms and conditions outlined below:

1. I (we) will complete the project as accepted by the Faculty Development and Awards Committee in the time frame specified in the proposal.
2. I (we) will submit a one-page progress report to the CETL Executive Director no later than December 1 of the next year.
3. I (we) will submit a comprehensive final report to the CETL Executive Director no later than _____. I (we) understand that these reports will be made available to the campus community. The report will delineate:
 - A. All work completed.
 - B. How expectations of funded projects have been met: publications, presentations, grant proposals submitted, workshops conducted, curriculum reforms implemented by yourself and others, etc. One copy of submitted, published, or presented papers (or other disseminated products) should be attached.
 - C. Ongoing activities and follow-up.
4. I (we) will share results of the project through a Departmental or College seminar or workshop in the next academic year after the project is finished.
5. I (we) will share the results of the project through one or more additional vehicles as outlined in Section III- F above. Specifically, I will share results through

Support for the project is awarded for the period beginning next fiscal year (starting July 1) Funds must be expended between July 1 and June 30 and they must be encumbered by March 15 at the latest.

6. Summer stipend requests may not exceed 10% of a faculty member's 9-month academic year salary. Total summer term compensation, inclusive of any stipend received, may not exceed 30% of the faculty member's 9-month academic year salary. I (we) understand that the purpose of the summer stipend is to provide me (us) with time to work on the project. I (we) agree to spend substantial time on the project during the summer term in which a stipend is provided.
7. Course releases funded must be taken during fall and/or spring semester of the next academic year. The department will be reimbursed for the lesser of actual versus budgeted cost of a part-time replacement, not to exceed \$3,000 for a 3-hour course. I (we) understand that the purpose of an academic year course release is to provide me (us) with time to work on the project. I (we) agree to spend substantial time on the project during the term(s) in which a course release is provided.
8. I understand that my successful application will be published on the CETL website as a model for future applicants. It will be my responsibility to contact CETL if for any reason I do not wish to make it public.
9. I (we) understand that if any of the above conditions are violated, I (we) will not be eligible for funding from this program for a five-year period.

Print form for signatures

Faculty Applicant Signature

Print Name

Date

Faculty Applicant Signature

Print Name

Date

I have read the proposal, approve of its implementation, and agree to provide course releases as funded and scheduled.

Department Chair or Supervisor Signature

Print Name

Date

Dean Signature

Print Name

Date

INCENTIVE FUNDING AWARD RATING SHEET

APPLICANT(S) _____

Please evaluate each proposal with respect to each of the criteria listed below and note strengths and weaknesses for each criteria.

1. The extent to which the project fits the program goals. Does the project reflect the goals of the Scholarship of Teaching and Learning, Scholarship of Discovery, Scholarship of Integration, or Scholarship of Application/Engagement?

2. The extent to which the outcomes of the project are clearly specified. Are outcomes clearly specified for faculty, students, and/or community? Does the proposal clearly identify the specifics of what is to be accomplished and what “products” will result?

3. The extent to which the project will make a significant impact. Are the goals worthwhile, desirable, and important? In what way will the project make an important contribution to faculty, students, and/or the community? Has the applicant identified measures of success for the project and a method for determining whether or not the project was successful? Has the applicant identified a comprehensive plan of action for disseminating the results of the project?

1. The extent to which there is clearly defined timeline.
Is there an explicit action plan and timeline that delineates a realistic and achievable schedule of short- and long-term research or creative activity goals and activities, including dissemination? Are plans and procedures well developed and realistic?

5. The extent to which supporting resources, other than those requested in this application (such as additional department or college support, laboratories, computing or technological resources, special equipment, or supplies) will be available to successfully complete the project.

6. The demonstration of the individual's record of excellence or potential for excellence in research or creative activity.

7. The extent to which the proposed budget meets funding criteria and is clearly justified. Would you recommend additions or deletions from the proposed budget?

Summary Evaluation

Funding Recommendation (high, medium or low): _____

Rank order among all proposals: _____