**General Information about Faculty Development Grants**

Faculty Development Grants are available to support faculty in their professional development in the areas of teaching, scholarship and service. The CAS Professional Development and Retreat Planning Committee is responsible for reviewing grant applications and making the award. A strong application outlines specifically and clearly how the project will contribute to Bethel and/or to Bethel students, indicates specifically and clearly how the funds will be spent, and lists the sources of other funds required for the project.

**Policies**

1. Committee decisions on projects to be funded and the amount of the awards are final.
2. The number, types of activities, and amount of each award funded varies according to the number and type of proposals received.
3. Some proposals may receive partial funding.
4. Proposals from applicants who have not recently received a Faculty Development Grants are given first consideration.
5. An applicant may submit applications for more than one project. However, it is unlikely that both proposals will be funded.
6. Award recipients must provide a written report on the success of their project once completed. The date the report is due is included in the award notification letter.

**Eligible Activities and Projects**

Items and activities that can be funded include:

* travel for research.
* travel to develop teaching resources for existing courses.
* books and other media.
* equipment and other materials to be used for research or to enhance teaching. (Types of equipment and materials may vary according to academic discipline.)
* conference registration fees, continuing education costs. (Faculty required to maintain a license for their work at Bethel should see the Faculty Handbook for information about funding for their required CEUs.)

Because there are other funds available for these purposes, Faculty Development Grants alone cannot be used for:

* development of an off-campus course or program. (See the Office of Off-Campus Programs.)
* computing resources for student use. (See an Instructional Technology Consultant.)
* travel expenses to attend a conference. (Use Professional Development Biennium Funds first; however, grant funds may be used to supplement these.)
* travel expenses to present a paper at a conference. (Request Paper Presentation Funds first.)
* travel expenses to participate in a competitive seminar. (Request Competitive Seminar Funds.)

**Note:** It is recommended that faculty requesting funds for dissertation research seek funds from the university where they are enrolled.

**Eligible Faculty**

Bethel full-time faculty and affiliate adjunct faculty are eligible to apply.

**Period of Award**

Fall grants: Money must be spent during the academic/fiscal year awarded. All purchases and activities must be completed and receipts submitted before May 15 of the year awarded. Grants cannot be used retroactively. A brief report on the success of your project is due by May 31.

Spring grants: Money cannot be spent until the academic/fiscal year following the award. All purchases and activities must be completed and receipts submitted before May 15 of the following year. Grants cannot be used retroactively. A brief report on the success of your project is due by May 31.

**Applicant Information**

**Name**:       **Date**:

**Department**:

**Executive Summary of the Project**

**Briefly summarize, in 1-2 paragraphs, the project for which you are seeking support in terms that will be understood by a diverse audience of academic individuals. This summary may be used to publicize the use of grant funds.**

**Description of the Project**

1. **What are you proposing to do? What is the plan of action, and has any prior planning been carried out (e. g., collaborators or research sites contacted)? Identify others who will share responsibility for this project (if applicable).**

1. **Why are you proposing to do this project?**

1. **What will be the specific contributions the project will make? Address as many of the following that apply:**
2. **Contributions to your personal professional development.**

1. **Contributions to Bethel students.**

1. **Contributions to Bethel University as an institution.**

1. **Contributions to the community beyond Bethel.**

1. **What will be the evidence of a successfully completed project?**

**Budget**

1. **What is the total cost of your project?**

1. **For how much of the total project are you requesting funds through a Faculty Development Grant? ($1000 maximum):**

1. **Provide an itemized budget for the project, specifying as much as possible what item(s) will be purchased and for what price(s):**

1. **How will project expenses beyond those which may be funded by the grant be paid for?**

1. **What is the anticipated date that all grant funds will be spent?**
2. **What other grants/awards have you received from Bethel (in the last five years.) Please list grant/award and approximate amounts:**
3. **How much money, if any, do you have available in your biennium funds? Please indicate how you have used those funds since the beginning of the biennium.**

**Signatures:**

**\_****Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair (Only for new course or program development.)**