

Faculty Excellence Grants Program 2016-2017

February 18, 2016

Executive Vice President for Academic Affairs and Provost Martha Potvin and Vice President for Research and Economic Development Renee Reijo Pera, through the Center for Faculty Excellence, invite applications from tenure track and non-tenure track faculty for the **Faculty Excellence Grants (FEG) Program**. FEGs will have a maximum award of \$5,000. If the proposal is for a course release (tenure-track faculty only), only the actual cost of the course buy-out will be funded. FEGs will enable faculty to engage in activities that will enhance scholarship. Proposals that include graduate students are encouraged.

Proposals will be evaluated by the impact on the individual's scholarly activity and career.

Examples of activities include, but are not limited to the following:

- Short-term (less than one month) visits to other laboratories or institutions for the purposes of acquiring new expertise or critical background knowledge. This program is not intended to provide support for attendance at regularly scheduled discipline-based professional meetings.
- Preparation and submission of a grant proposal in response to a request for proposals from federal, state or private entities
- Completion and submission of a research paper to a peer-reviewed journal, or completion of a creative work
- Completion of a book
- Research into teaching, assessment, and/or pedagogy with a goal of public dissemination of the results (e.g., the scholarship of teaching and learning)
- Travel to access specialized or unique resources (e.g., library special collections)
- Attendance at and/or presenting at workshops or programs (e.g., on pedagogical innovations or on research techniques)

FEGs can be used to fund any of the following as long as the activity is intended to enhance scholarship:

- A one-semester course buy-out. Course buy-outs will be for Fall 2016 and Spring 2017 only; funds cannot be used for summer salary. Course buy-outs are for tenure track faculty only. The cost of a course buy-out is the salary for someone to teach the course (rather than based upon the faculty member's salary). This actual cost must be supported by a letter/note from an official in the department and included as part of the application packet. The level of support for the buy-out will be provided in the information from the college's Dean.
- Workshop registration costs
- Travel – Travel can commence starting July 1, 2016
- Per diem
- Equipment and supplies

Note: Funds will be transferred to departments in September 2016.

ADVANCE Project TRACs Mini-Grants: All proposals submitted for the Faculty Excellence Grants Program will also be considered for support under the ADVANCE program for the same level of support. The purpose of the ADVANCE grants is to strengthen the research programs of women faculty in Science, Technology, Engineering and Mathematics (STEM) disciplines and underrepresented areas of Social and Behavioral Sciences (SBS). Information on the ADVANCE project at MSU is available at www.montana.edu/nsfadvance. Priority for funding from ADVANCE will be given to grants requesting funds for interdisciplinary research projects.

SUBMISSION INSTRUCTIONS

The following process will be used for AY16-17:

1. A faculty member submits a request for a Faculty Excellence Grant to her/his Department Head. In the request, she/he will describe the activity they propose to engage in and indicate if the activity is for fall or spring semester of AY 16-17. The proposal should include a brief (one-page) overview that clearly describes the benefits to be gained from the proposed activities and a rationale based on the faculty member's professional development goals. The submission must also include a budget summary, brief CV, and a list of current and pending research grants with a statement of time devoted to the project (see also [NSF Grant Proposal Guide II.C.2.h](#)). Example format of current and pending grants:
 - a. Project Title: xxxxx
 - b. Agency, Requested Amount, Start/End Dates: xxxxxx
 - c. Location of Project: xxxxxxxx
 - d. Commitment: xx academic months and xx summer months OR xx calendar months

Please combine these items into one document in PDF format.
2. The Department Head will provide an assessment of each request from her/his department and a ranking of all requests from the department to the Dean. **The Department Head's ranking should provide an explanation of how each proposal will have a substantial impact on the individual's scholarly activity and career.**
3. Each Dean will review the requests from her/his college and send a prioritized list, including the proposed activities and requested dollar amount in PDF format, to Marilyn Lockhart, Director of the Center for Faculty Excellence by **5:00 p.m., Wednesday, March 24, 2016**, in care of Chris Salstrom at christine.salstrom@montana.edu. The Dean's prioritized list will include an explanation of the prioritization process and rationale which includes how the proposals would have a substantial impact on the individual's scholarly activity and career. Deans can consider input from others in the department for their ranking. If the Dean does not support the request, she/he is to notify the faculty member that her/his request is not being submitted for further consideration. A faculty committee will be appointed to review all proposals and make a recommendation to the Executive Vice President for Academic Affairs and Provost and the Vice President for Research and Economic

Development regarding proposals to be supported. Faculty will be notified of the decision no later than the week of May 2, 2016.

4. Faculty who are successful in securing a FEG will be expected to submit a one page statement of accomplishments to their Dean by February 1, 2017 for summer and fall semester 2016 awards and July 1, 2017 for spring semester 2017 awards. The Dean will evaluate the statement and notify the Executive Vice President for Academic Affairs and Provost and the Vice President for Research and Economic Development of what was accomplished and whether the accomplishment was acceptable performance.

Questions about the Faculty Excellence Grants Program should be directed to Marilyn Lockhart at lockhart@montana.edu or 994-4555.

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