January 13, 2016

MEMORANDUM

TO: All Faculty and Administrators

FROM: Fritz Gaenslen, Chair
Faculty Development Committee

RE: Proposals for Research and Professional Development Grants

On behalf of the Faculty Development Committee I invite all faculty and administrators to submit proposals for the second round of funding from the Research and Professional Development Grants Program. Proposals must be drafted according to the attached guidelines found on http://www.gettysburg.edu/about/offices/provost/support_for_research/internal_funding/res_prof_dev_grant.dot, and submitted to the Office of the Provost by February 19 (electronically to kflythe@gettysburg.edu). The Chair’s letter is due one week later, February 26. The target date for announcing decisions is May 6.

The Faculty Development Committee encourages you to read the guidelines carefully. Requests that do not follow the guidelines will not be considered. Please submit your proposal electronically using the Word form, and submit it to kflythe@gettysburg.edu.

The Faculty Development Committee is charged with making recommendations on funding to the Provost. Two categories of grant proposals will be considered:

(a) Individual Development/Research: Proposals to support research projects, to train oneself in another area of expertise, or to upgrade knowledge in a particular field are all appropriate uses of Individual Development/Research funds.

(b) Curriculum Development/Instructional Improvement: This category includes projects that are focused on activities such as improving instructional delivery or new pedagogical techniques, revising or redesigning an existing course(s), or to expand expertise into a new substantive area.

The Committee seeks to fund a variety of proposals from throughout the campus, but preference will be given to those proposals linked to the academic mission of the College. Funds for Research and Professional Development Grants are intended primarily for the use of members of the campus community who will be a continuing presence. However, the Committee recognizes the important role played by part-time faculty and non-continuing, full-time faculty. As such, part-time faculty and non-continuing, full-time faculty are eligible to apply for Research and Professional Development funds with the understanding that their proposals will be given a somewhat lower priority. Administrators considering study leaves or other initiatives to enhance their skills, develop new competencies, or sponsor programs of benefit to themselves and the College are welcome to submit proposals, especially when these are linked to the College’s academic mission.
The Committee urges applicants to look for external sources of funding for their projects. External sources typically provide funding at a higher level than is feasible for the Faculty Development Committee, and applicants who receive external funds free up funds for other campus projects. Competing for external funds is a process that often requires some trial and error. All efforts at securing external funding – even those that have yet to bear fruit – reflect favorably on a proposal.

We ask, once again, that you pay special attention to the **guidelines**, and we repeat that requests that do not follow them will not be considered. They have been designed to help give us the information that we need and make the best possible use of our limited funds. Proposals received after the deadline will not be considered for the current round of funding decisions. Your chances of getting the grants administered by the Committee are significantly higher if you can prove that you have explored possibilities for external support for the project and that the project has the support of your department. For examples of awards, go to the Provost’s website. If you wish assistance in identifying current sources of external funding, please contact Rob Bohrer in the Provost's Office (rbohrer@gettysburg.edu, ext. 6823) or Laura Runyan in the Foundation, Government and Faculty Grants Office (lrunyan@gettysburg.edu, ext. 6505).

Bear in mind that if you have received multiple R & PD grants for the same or similar projects, you will have to demonstrate that you have pursued other sources of funding for your work. This will be crucial to obtaining further funds from the Faculty Development Committee. The Committee may be concerned if a proposal seems to duplicate previous projects, although we recognize that building on past work can often be a productive research strategy. In such a situation, a clear explanation about the progression of the work will increase the chance of funding.

RB/kaf
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