

Faculty Development Committee

General Guidelines for All Grant Categories

Applications for college-funded faculty development grants are due in the Office of the Provost and Dean of the College by noon on the date indicated in the relevant program guidelines. In order to be considered for funding, an application must include nine (9) copies of each of the following:

- A completed [FDC Grant Application Cover Form](#). (This link provides a form that you can print.)
- A narrative proposal of no more than five (5) single-spaced pages that:
 - is clear, specific, and comprehensible to the non-specialist.
 - specifically addresses each criterion listed for the relevant grant program.
- A completed [FDC Grant Application Budget Form](#) (required only for Summer Grants for Scholarly and Artistic Activity which include expenses and for all Teaching and Curriculum Development grants).
- A current curriculum vitae for the applicant. If the proposal is being submitted by a group, only the curriculum vitae of the project director is necessary.
- Confidential letter(s) of recommendation addressing the substantive merit of the proposal, its value to the professional development of the applicant, and, where appropriate, its value to the department and/or other program of the College. Letters of recommendation are to be submitted under separate cover directly to the Office of the Provost and Dean of the College. Different grant categories require different kinds of letters, as follows:
 - Released Time Grants: Three letters are required, one from the applicant's department chair (or, if the applicant is a department chair, from a past chair or a senior department colleague); one from the Associate Dean of the Faculty indicated on the FDC Grant Application Cover Form; and one from a third individual who can speak to the merits of the proposal (e.g., an interdisciplinary Program Director, a colleague from another institution, etc.).
 - Summer Grants for Scholarly and Artistic Activity and Teaching and Curriculum Development Grants: One letter is required and a second letter is optional. The required letter is to be submitted by the applicant's department chair (or, if the applicant is a department chair, from a past chair or a senior department colleague). The optional letter may be submitted by a second individual who can speak to the merits of the proposal (e.g., an interdisciplinary Program Director, a colleague from another institution, etc.)

Special Notes:

- Grants are not available for projects to fulfill degree requirements.
- Student workers: FDC grant awards cannot cover expenses for student workers. Applicants seeking student assistance in support of a proposed project should seek funding through their departments at the time the application is submitted.
- Reporting: Within two months, grant recipients must submit a 2-3 page report on the results of the grant project to the Dean of the College, with copies to the chair of the Faculty Development Committee, and the applicant's Department Chair and Associate Dean. Reports should describe activities and results and account for expenditures with adequate receipts (as applicable).