

Faculty Development Program Handbook

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SECTION I: Overview of the Program

During the 1974-75 academic year, UW Oshkosh developed and instituted via faculty referendum a comprehensive Faculty Development Program. Both its comprehensive nature and unique features are related to the UW Oshkosh modular calendar. That calendar, which permits both traditional and innovative instructional patterns and strategies, also permits faculty and academic staff to schedule workloads to support their individual professional development programs. It also allows the redistribution of institutional resources to provide support for these non-teaching professional activities.

The UW Oshkosh Faculty Development Program includes a variety of programs to support a broad range of research, teaching and other professional development activities. The program's primary objectives are to:

- provide opportunities for continuing faculty and academic staff to renew their intellectual vitality and further their professional growth,
- improve the quality, diversity and accessibility of the University's academic programs,
- improve decision-making and organizational functioning within the University community, and
- better utilize the institution's internal resources to improve instruction and assist faculty and academic staff in their professional development.

The Faculty Development Program is administered by the Faculty Development Board, consisting of 10 faculty (two representing each college and two from the faculty at-large), a designee of the Provost and Vice Chancellor, a designee of the Office of Graduate Studies and the Director of Office of Sponsored Programs and Faculty Development .

The Faculty Development Board recommends proposed Faculty Development projects to the Provost and Vice Chancellor, monitors program budgets and administrative procedures, drafts changes in program policy and organizes program evaluation efforts.

Components

The program consists of ten components listed below. All components require a proposal from a faculty or academic staff member and all proposals (with the exception of Small Grants) are recommended or not recommended for funding to the Provost and Vice Chancellor by the Faculty Development Board.

1. **Teaching Component** - Supports continuing faculty and academic staff to engage in substantial teaching improvement efforts that cannot effectively be completed during an academic year contract. Teaching proposals may focus on methods or delivery of instruction, or knowledge acquisition related to one's teaching responsibilities. The Teaching Subcommittee administers this component, but proposals are evaluated by the Teaching Panel (a peer group selected by the Teaching Subcommittee through a self-nomination process). Panel members read proposals and evaluate them against criteria defined by the Teaching Subcommittee. The Board uses panelist evaluations to make award recommendations.

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2. **Research Component** - Provides support for new and continuing research projects of continuing faculty and academic staff in all disciplines. In the evaluation process, the unique capabilities and interests of individual faculty and academic staff are considered. While this component is administered through the Research Subcommittee, proposals are evaluated by the Research Panel (a peer group selected by the Research Subcommittee through a self-nomination process). Panel members read proposals and evaluate them against criteria defined by the Research Subcommittee. The Board uses panelist evaluations to make award recommendations.
3. **Faculty College Component** - Offers special seminars or workshops for UW Oshkosh faculty and academic staff in areas of professional and scholarly concern. These on-campus seminars or workshops may focus on educational issues, specific disciplines or professions, or topics of general interest to society. Proposals are evaluated by the Faculty College Subcommittee of the Faculty Development Board.
4. **Off-Campus Component** - Provides faculty members in all academic areas with auxiliary support to cover registration fees, travel, and housing expenses associated with focused, interactive professional learning experiences. The Faculty Development Board's Off-Campus Subcommittee evaluates proposals.
5. **Small Grant Component** - Provides faculty and academic staff members with small amounts of auxiliary support with a three working day approval process. The Faculty Development Board Chair and the Director of the Office of Sponsored Programs and Faculty Development evaluate proposals.
6. **Faculty Sabbatical Component** - Enables recipients to become more effective teachers and scholars and to enhance their services to the University through intensive study. This privilege is granted to faculty members on the merit of their academic contributions. Faculty must have completed six or more years of full-time UW System instructional service and not have taken a sabbatical during the previous six years of full-time service. Sabbaticals may be for one or two semesters.
7. **Individually Planned Program Component** – Provides support for self-designed study programs which are part of the proposer's ongoing developmental activities. Support is provided for up to 15% CAS, or the equivalent in release time. The activities are based on the proposer's individual development needs, not based on the needs of the proposer's academic unit. The Faculty Development Board's IPP Subcommittee evaluates proposals.
8. **Institutional Needs Component** – Provides support for faculty and academic staff to perform professional activities related to specifically identified University needs. Possible need and proposed solution may be suggested by any person or group in the University for evaluation by the Faculty Development Board.
9. **Release Time for Grant Writing Component** – Provides faculty and academic staff with a maximum of one course release (7.5% CAS) per academic year for the preparation of one or more substantive extramural grant proposals.
10. **Extramural Matching Grant Component** – Provides limited supplemental funding for extramural grants in cases in which matching funds are required by the extramural agency or are clearly necessary to accomplish the project's scope of work. Faculty Development Program Extramural Matching Grants are not intended to become permanent supplements to external dollars. Nor are they to be used to expand a project's scope of work beyond what is described in the external request.

SECTION II: Administration

The Faculty Development Program is administered by the Faculty Development Board, consisting of 10 faculty (two representing each college and two from the faculty at-large, three-year terms), a designee of the Provost and Vice Chancellor (one-year term), a designee of the Office of Graduate Studies (one-year term), and the Director of the Office of Sponsored Programs and Faculty Development (ex officio member). No more than four members shall be from the same College. Terms begin at the start of Summer Session 1. The chair is elected by and from the current Board members and serves a two-year term.

How to Become a Faculty Development Board Member

Each spring the Faculty Senate Committee on Committees solicits requests for serving on committees. Nominations to fill open Board positions are made by the Faculty Senate upon recommendation from the Committee on Committees. At least two nominees are provided for each open position. The Chancellor, or designee, makes the final selection.

How to Become a Review Panelist

Panelists play an important role in reviewing proposals. The Faculty Development Board annually solicits self-nominations from all faculty (including junior faculty) and academic staff to serve on the Teaching Panel and/or Research Panel and uses the following guidelines in selecting panelists:

- the need to maintain a broad representation of disciplines,
- reviewer expertise,
- past performance as a panelist, and
- the need for specific skills or knowledge within the pool of available panelists.

The self-nomination form is available on the Office of Sponsored Programs and Faculty Development Program website in Appendix C.

Faculty Development Board Subcommittee Structure

The Faculty Development Board is responsible for making timely recommendations to the Provost and Vice Chancellor on all Faculty Development Program components, sabbaticals, proposals submitted to UW System-Office of Professional and Instructional Development Council, and other events that have professional development as a primary focus. For efficiency, the Board appoints subcommittees for all components. Each subcommittee develops preliminary recommendations to the full Board. Each Board member serves on at least one subcommittee. The subcommittees are formed, by mutual consent between the Board Chair and Board members, to achieve an equal workload for all members and a balance of expertise. Each subcommittee then schedules meetings to meet the timelines established by the Board.

The Teaching and Research subcommittees of the Faculty Development Board each consist of at least five faculty members and the Director of the Office of Sponsored Programs and Faculty Development.

Applicant Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments are eligible. Persons on annual (12-month) appointments, whether faculty or academic staff, are not eligible for CAS support because their contracts extend through all calendar periods. Annual appointees may submit a proposal that requests auxiliary support.

Types of Support

The Faculty Development Program supports continuing faculty and academic staff for a full range of activities normally associated with research and professional development. Funding options include Compensation for Additional Service (CAS), reassigned time, and auxiliary support.

1. **Compensation for Additional Service (CAS)** represents an **extension of contract** to include salary support for a new calendar period. CAS is restricted to 7.5% of the participant's academic year base salary for each month of full-time additional service, with a total eligibility limit of 15% within a particular University calendar year. CAS of 7.5% equals one month of full-time activity. CAS generally is awarded in increments of 7.5%. The maximum amount of CAS that can be requested at any time from the Faculty Development Program cannot exceed 15% of the proposer's salary. CAS is defined in Calendar Paper #9, October 9, 1974 and can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).

All CAS payments must meet the regulations and guidelines established by the State of Wisconsin and the UW System. The Board's approval of your budget estimate is based on this assumption. The Faculty Development Program cannot accept responsibility for any CAS payments that do not conform to State/UW System guidelines.

2. **Reassigned time** is typically a one-course (three-credit, equates to 7.5% CAS) reduction of a semester's teaching load. Proposers requesting reassigned time must have the approval of the department chair and college dean and should contact the Office of Sponsored Programs and Faculty Development for the current reassigned-time policy.

The Faculty Development Board will interpret department/unit chair and dean/director signatures on the Faculty Development cover sheet as:

- indicating approval of the reassigned-time request;
- indicating an intent to hire a replacement, if needed, in the awardee's department in order to provide the requested reduced teaching schedule for the awardee.

3. **Auxiliary support**, which includes supplies, services, student help, travel, consultant support, and minor equipment, is also available. See individual component sections and appendices for more information about auxiliary support. Contact Cindy Maas in the Office of Sponsored Programs and Faculty Development (ext. 1315) **BEFORE** proceeding with any auxiliary support expenditures.

All auxiliary expenditures must meet the regulations and guidelines established by the State of Wisconsin and the UW System. The Board's approval of your budget estimate is based on this assumption. The Faculty Development Program cannot accept responsibility for any auxiliary expenditures that do not conform to State/UW System guidelines.

- All paperwork associated with the project (departmental purchase orders, travel expense reports, etc.) must be initiated by the faculty member and forwarded to the Office of Sponsored Programs and Faculty Development.
- Requests for reimbursement must be submitted within a timely manner (i.e., monthly).
- **All travel paid or reimbursed to employees must be done in compliance with the University travel policies.**
- Travel guidelines and regulations are available on the UW System Administration website,

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(<http://admins-services.uwosh.edu/financial-services/travel>)

- The corporate travel card must be used for payment of travel-related expenditures.
- The travel expense report must be submitted **within 90 days** of return from the trip.
- State policy prohibits Faculty Development funds from being used to pay for refreshments (i.e., coffee, donuts, soda, etc.).
- Board policy does not permit UW faculty to receive reimbursement for meal expenses related to **any** project. However, consultants for Faculty Colleges may be reimbursed for meal expenses at University rates.
- Duplicating and copying must be done on campus.
- Printing work orders must be routed through the Office of Sponsored Programs and Faculty Development.
- If you anticipate duplicating or copying while off-campus, please contact the Office of Sponsored Programs and Faculty Development. Receipts (even from coin-op machines) must be submitted with a travel expense form.
- If your project includes money for student help, contact Cindy Maas (ext. 1315) in the Office of Sponsored Programs and Faculty Development **PRIOR** to hiring the student. The hiring process must conform with Student Employment guidelines (<https://www.uwosh.edu/hr/students/student-employment>)
- State employees are not eligible for honoraria from university funds.
- State employees from other UW campuses may be paid through an interinstitutional agreement. Arrangements must be made with the employee's campus or agency **PRIOR** to confirmation with state employees.
- Faculty Development funds cannot be used to pay classified staff.
- There are a number of methods for purchasing items. Refer to the Purchasing website (<http://admins-services.uwosh.edu/financial-services/purchasing/purchasing-guidelines>)
- Purchase of AV or computer equipment requires **PRIOR** approval. See individual Faculty Development component sections in this Faculty Development Program Handbook for more information.

Acknowledgement of Support

Support received from the Faculty Development Program must be acknowledged on all public domain works (and in announcements of such works) that result from supported projects. For example, by including a statement such as, "this [type of work] was supported by the Faculty Development Program at the University of Wisconsin Oshkosh."

Termination of Employment

The Faculty Development Program supports the development of faculty and academic staff who are continuing their service at UW Oshkosh. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project. The Provost and Vice Chancellor will resolve any disagreement. This enables the Faculty Development Board to use the program's limited resources to support a **continuing** faculty or academic staff member.

Schedules for Faculty and Instructional Academic Staff

The UW Oshkosh calendar eliminates the summer session as a separate contract period and distributes

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the 34-week contractual period across the entire year of 42 weeks of organized University service, allowing normal recesses and vacations at other times as well as summer. The "traditional" teaching schedule under the UW Oshkosh calendar formally allows professional development time during the two four-week modules of the summer session. During these periods, a faculty or academic staff member may receive CAS at a rate of 7.5% of an academic year base salary per month.

The contract year begins with the summer session. Changes in the annual contractual pattern for an individual may be arranged in consultation with the appropriate dean at any time, with the provision that changes can only be made in future contract periods.

Final Report

All Faculty Development awards require a final report. The Faculty Development Board evaluates all final reports. Please refer to each component description for final report requirements.

Approval notifications sent to grant recipients indicate a final report due date. The evaluation process answers the following question: "To what degree has an individual project supported by the Faculty Development Program met its stated objectives?" This evaluation is limited in scope, and the criteria used are general in nature.

Final reports may be submitted any time during the year; however, summer term(s) project final reports are due February 1. Submit **one copy** of the final report to the Office of Sponsored Programs and Faculty Development on or before the assigned due date.

Project files are evaluated independently by three members of the Faculty Development Board. They examine official project documents submitted to the Office of Sponsored Programs and Faculty Development, including:

- the original project proposal,
- progress reports,
- the final report including description and evidence of tangible outcomes (a copy of a letter or an e-mail communication confirming submission of an article for publication, proof of conference presentation submissions, etc.)
- the final report abstract form.

The final report must provide evidence that **the project objectives and outcomes have been met and professional development has occurred**. The project evaluation form becomes part of the permanent project file.

As a general rule, a project file will be "closed" if a majority of the Faculty Development Board members who review the project file agree that the project objectives and outcomes have been met. A project that is not "closed" may be "deferred" for re-evaluation at a future date, or declared "past due" by the Faculty Development Board.

Deferral/Past Due

If a project is not completed at the time of scheduled evaluation, a **written request for a deferral of the final evaluation must be submitted in lieu of a final report**. The request for deferral must include: a) the reason(s) for requiring a deferral, b) summary of the progress made to date, and c) a revised completion schedule for the project. Deferral of a final report will not be granted unless this information is provided.

If necessary, final reports may be deferred for up to one year. In cases where a request for deferral of the final report is denied, the project is assigned a past-due status.

Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed. Any unexpended auxiliary funds that were allocated for a project declared past due are returned to the Faculty Development budget. A written request for reinstatement of these auxiliary funds must be submitted to the Faculty Development Board for its review and approval. A summary report of past-due projects is distributed annually to deans/unit heads and the Provost and Vice Chancellor. In addition, academic units may impose further sanctions such as withholding professional travel allocations and/or denying CAS opportunities for summer school teaching or administration.

Request for Reconsideration

If the grant recipient disagrees with the Board's decision to classify a project file "past due," the grant recipient may request reconsideration. The following procedures are implemented:

1. Additional information is solicited regarding project activities, outcomes, etc., from the participant(s), and the participant's department/unit chair and collegedean;
2. That information, along with the original proposal, official documents, progress reports, and final reports are made available to the three Board members who reviewed the original final report;
3. If the three Board members still believe the project is not satisfactorily completed, this information is forwarded to the full Faculty Development Board;
4. If the full Faculty Development Board also believes that a project should be continued, that recommendation is sent to the Provost and Vice Chancellor for a decision. Following the evaluation, the grant recipient receives a letter explaining the outcome of the evaluation process.

When a project file is closed, unexpended funds originally budgeted to support project activities are returned to the general program account.

Related Programs

The Faculty Development Board also reviews and evaluates faculty applications for the UW System Sabbatical Program and other professional development opportunities. The constraints and provisions of these programs generally differ from those associated with the UW Oshkosh Faculty Development Program and are described elsewhere in this handbook.

The Faculty Development Board continuously evaluates and reviews program components. The Board will publish handbook revisions as Program changes are made.

SECTION III: Teaching Component

Description

The Teaching Component's primary objective is to improve proposers' teaching effectiveness. Projects are expected to:

- present substantial **new** professional challenges to proposers (e.g., pedagogical issues, or knowledge or skills acquisition),
- relate directly to current or planned UW Oshkosh courses and programs,
- produce tangible evidence of professional development (e.g., preparation of new teaching materials, teaching methods, courses, or sub-programs; conference papers and publications).

The Teaching Component is not a substitute funding source for available extramural funds (see Section II, General Information, Matching Funds and Extramural Grant Writing section). One Teaching Component goal is to provide faculty and academic staff with opportunities to gain experience and knowledge that will enable them to submit competitive proposals to extramural funding agencies. Therefore, in situations where external funding sources exist, the Teaching Subcommittee may require evidence of having submitted an extramural proposal as a contingency for obtaining future support.

Procedures

1. There is one cycle per year. The Faculty Development Board issues a request for proposals approximately two months prior to the early December submission deadline. The deadline is typically the first week in December.
2. Proposers are encouraged to discuss plans with department/unit chairs, Teaching Component grant recipients, Faculty Development Board Teaching Subcommittee, or colleagues.
3. Faculty and academic staff then submit proposals to department/unit chair(s) and/or dean(s) for signatures (represents a commitment of resources and facilities). Workload and scheduling only are to be approved at those administrative levels.
4. The Dean's Office forwards proposals to Faculty Development Board.

The proposal review process:

1. Three members of the Teaching Panel are assigned to review each proposal.
2. Teaching Subcommittee examines assignments to ensure fairness.
3. Panelists perform independent double-blind evaluation.
4. Evaluations are consolidated and proposals are rank ordered to facilitate discussion.
5. Teaching Subcommittee members review each proposal.
6. Numeric rating scores and reviewer comments are presented and discussed by the Teaching Subcommittee.
7. Teaching Subcommittee closely studies the panelists' reviews to ensure fair evaluation (the subcommittee may reject the evaluation of one or more panelists) and develops recommendations for proposals.
8. Faculty Development Board reviews recommendations and considers policy issues when making proposal recommendations to the Provost and Vice Chancellor.
9. Provost and Vice Chancellor reviews proposals and recommendations and makes a decision about each proposal.
10. Proposer receives the Provost and Vice Chancellor's decision, which may include special conditions of an award.

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Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments are eligible. Faculty or academic staff on annual (12-month) appointments are not eligible for CAS (Compensation for Additional Service) support. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Individuals, departments or several departments (or other groups addressing an issue of common concern) may submit proposals.

Proposers whose final reports have not yet been evaluated by the Faculty Development Board or whose projects have been deferred are eligible for future CAS and/or auxiliary funding. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed. Refer to General Information (Section II) for details. Call ext. 1315 if you have questions regarding a project's status.

Use of Human or Animal Subjects

Awards for **projects involving human subjects** are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

For **projects using animals**, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's award decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Prereading Service

A prereading service is available. To request a prereading, electronically submit a copy of the proposal to the Office of Sponsored Programs and Faculty Development by the deadline indicated on the Faculty Development Program website. An experienced reviewer will critique the draft. While this does not guarantee subsequent approval, reviewer comments may help improve the final version.

Proposals

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet is available in Appendix B at grants.uwosh.edu
2. Double-blind review: Because the review process is double blind (neither the proposer nor panelist knows the others identity), proposals and other materials must be written in a manner that maintains anonymity. Proposers must ensure that neither their name nor any other identifying information appears in the proposal and/or other materials. The review process will end if a proposal or other materials reveals the proposer's identity in any way. In such cases, the proposal will be returned to the proposer at the end of the cycle without a recommendation for funding. When necessary (for example, when citing one's self, in support s, etc.) the word "author" should be inserted in place of the proposer's name. Any double blind violation discovered on or after the Faculty Development Program deadline date in the review process is cause for disqualification of the proposal.

3. A proposal consists of the following elements; omission of any element will lead to disqualification:
 - a. an abstract (not to exceed 250 words) and on a separate page from the narrative,
 - b. a proposal narrative (maximum eight pages including graphs, charts or illustrations),
 - c. a bibliography (maximum 2 pages),
 - d. a budget (include CAS/reassigned time request and auxiliary support; i.e., supplies/materials, student assistance, etc.) and justification for each item (not to exceed one page), and

Proposal Narrative

- No more than eight sequentially numbered pages describing your project (single-spaced, no smaller than 12-point type, minimum 1" margins).
- The proposal should be written to be **understandable to those outside of the discipline**.
- A proposal may require additional sections, but proposals are evaluated on each of the following content items, including writing quality.

1. **Teaching Merit of the Project.** Proposers must present a persuasive case that the project will benefit students and/or the department or unit. Proposals should include:
 - a. a justification of the purpose or need of the project, as well as its importance to students and/or the respective department or unit.
 - b. a clear statement of project objectives specifying precise skills, knowledge or ability to be acquired by the proposer.
 - c. a clear description of methods, approaches, techniques or protocol for executing the project that are appropriate to the discipline.
 - d. a clear indication of how the project aligns with and supports the UW Oshkosh strategic plan.
2. **Potential for Professional development.** Proposers must clearly indicate the value for their own teaching potential and future progress and development. Proposals should include:
 - a. a clear indication that the project is a logical component of the proposer's long-term professional development plan.
 - b. a clear indication how the proposer's past teaching activity, and other qualifications, enhance the likelihood the project will be successful.
 - c. a clear indication of the specific ways in which the project will affect the proposer's activity in the classroom.
3. **Project timeline and feasibility.** Proposers must provide a timeline and sufficient evidence that the teaching project is feasible and achievable. Proposals should include:
 - a. a clear description of the activities that the proposer will undertake during the funding period, and, if relevant, the distinct roles of multiple proposers.
 - b. a clear indication of the specific ways in which the project will affect his or her activity in the classroom.
 - c. a clear indication that any necessary internal and/or external resources will be available to support the timely completion of the project.

4. **Project Outcomes.** Proposers must clearly state tangible and realistic outcomes and the type of evidence to be provided upon project completion? Proposals should include:
 - a. a description of specific teaching-related outcomes.
5. **Quality of Writing.** Proposers must write a clear, concise, consistent, and specific proposal accessible to a broad audience. Proposals should be:
 - a. written concisely and clearly in non-technical and jargon-free language for a general audience.
 - b. free of typographical errors and grammatical mistakes.

IMPORTANT: Proposers must provide a detailed timeline for project activities which accounts for the estimated amount of work completed each week for the duration of the project. The amount of time estimated for the various activities during a given week should be explained in such a way as to be assessable by reviewers outside of the discipline. Total time accounted for must be at least as much as the amount of % CAS requested (7.5% and 15% CAS are considered the equivalent of 4 weeks and 8 weeks respectively). A proposal involving more than one individual should clearly describe the activities and the timeline of each individual.

Budget Requests and Justification

CAS/Reassigned time/Auxiliary Funds. Faculty and teaching academic staff may request CAS, reassigned time (a maximum reduction in teaching load of three credits per semester), and/or auxiliary funds in support of a project. The proposal must state and justify the level of CAS and/or reassigned time for **each** individual. CAS requests should be clearly tied to activities described in the project timeline. The Teaching Component provides CAS support on the basis of a full-time one-month appointment receiving 7.5% of the academic year salary. CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).

Salary support at a level of up to 15% per proposer may be awarded if **a clear and convincing case is made to justify that level of CAS support.** The maximum amount of CAS that can be requested at any time across all components cannot exceed 15% of the proposer's salary.

The nature of certain projects may justify the extension of CAS and auxiliary support for more than one year. In the approval of multi-year projects, a funding commitment of CAS and auxiliary support is made for the initial year. Funding beyond the initial year is contingent upon the submission of an annual progress report to the Office of Sponsored Programs and Faculty Development and the approval of that report by the Teaching Subcommittee. **In cases where extended CAS support is requested, proposal writers must include a justification for this request in terms of project requirements within the proposal narrative and must also include a timeline for completing specific project activities and submitting an annual progress report.**

CAS and/or reassigned-time requests **for more than one faculty or academic staff member must clearly explain why more than one investigator is essential to the project and must delineate each participant's role and effort.**

If CAS or auxiliary support is approved at an amount less than requested because the level of support was not adequately justified, the proposer may accept or decline the award or complete the project at the approved amount. The grant recipient cannot negotiate for lesser project outcomes because the Board has approved a lesser amount.

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Reassigned time is limited to a one-course (3-credit) reduction per semester and will be granted only with the approval of the department/unit chair and dean (or their respective equivalents). Note: The Faculty Development Board equates a request for 3 credits of reassigned time to a 7.5% CAS request.

If auxiliary funds are requested, the proposal narrative must contain an “Auxiliary Funds Justification” section. The Faculty Development Board will not provide funding for items more than \$500 per item, including equipment, books, computer software or other items for which the use-life extends beyond the project period. Requests will be considered for items less than \$500 and supplies or services that are consumed in the activities of the project. Computer literature searches, indexing, page charges and maintenance of university-owned equipment will not normally be supported as an auxiliary expense.

Travel. Support for out-of-state or out-of-country travel must be justified. If projects require travel in consecutive years, justify the objectives and outcomes for each year. All travel related purchase that is not in accordance with the UW-System and UW-Oshkosh travel policy will be deemed unauthorized and **will not** be reimbursed.

Student Support. The purpose of student support is to directly support the professional development of the proposer. If requested, justify the number of student hours (hourly wages that exceed the minimum wage must also be justified) and explain how the work supports the professional development of the applicant. Student job descriptions and hourly wages are subject to approval by the Human Resources Department.

Letter of Support

If a third-party commitment of resources is needed, a letter of support should come from a person authorized to make the commitment (be sure to avoid a double-blind violation by using the word “author” in place of the proposer’s name).

Final Report

A project is assigned a report due date when approved for funding. The typical due date for a summer project is **February 1** of the following year. A final project report is due on or before this date and should include:

- an abstract of not more than 250 words on the final report abstract form provided by the Office of Sponsored Programs and Faculty Development,
- a description of project objectives and activities,
- evidence of tangible products produced,
- a self-analysis of the professional development achieved by each grant recipient,
- details of how the proposed project objectives were achieved, or
- an explanation of why proposed outcomes were not achieved (the project may be deferred or declared past due).

SECTION IV: Research Component

Description

The Research Component encourages high-quality teaching by providing opportunities for continuing faculty and academic staff to renew their intellectual vitality and further their professional growth through research/professional development activity that is **appropriate to the proposer's discipline**. Therefore, activities might include (all of these activities will be referred to as research because they are investigatory in nature):

- search for new knowledge,
- artistic endeavors (creative writing, graphic arts, dance, musical composition, etc.), and
- application of existing knowledge to well-defined practical goals.

The Research Component provides opportunities for faculty and staff to grow as scholars and, in turn, benefit the University's students by improving the quality of their academic experience and by providing opportunities for faculty/student collaborative research. In addition, the Research Component will help the University respond to the growing needs of the community and region for research consultation and problem solving.

Most research programs are expected to lead to **tangible outcomes**, which include, but are not limited to:

- books
- publications in refereed print journals or electronic media
- performances
- professional exhibitions
- published software

The range of Research Component proposals is expected to reflect the diverse backgrounds of the University community. Proposals that may be submitted include, but are not limited to, those that:

- continue an ongoing program of professional growth,
- indicate a significant change in the direction of professional growth, or
- seek to re-cultivate professional interests following an extended period of University-related service.

There is no limit to the number of times an individual can apply and receive support through the Research Component. However, the Research Component is not a substitute funding source for available extramural funds. One Research Component goal is to provide faculty and academic staff with opportunities to gain experience and knowledge that will enable them to submit competitive proposals to extramural funding agencies. Therefore, in situations where external funding sources exist, the Research Subcommittee may require evidence of having submitted an extramural proposal as a contingency for obtaining future support.

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Procedures

1. There is one funding cycle per year. The Faculty Development Board issues a request for proposals approximately two months prior to the December submission deadline. The deadline is typically the first week in December.
2. Proposers are encouraged to discuss plans with department/unit chairs, Research Component grant recipients, Faculty Development Board Research Subcommittee, or colleagues.
3. Faculty and academic staff then submit proposals to department/unit chair(s) and/or dean(s) for signatures (represents a commitment of resources and facilities). Workload and scheduling must also be approved.
4. The Dean's Office forwards proposals to the Faculty Development Board.

The proposal review process:

1. Four members of the Research Panel are assigned to review each proposal.
2. Research Subcommittee examines assignments to ensure fairness.
3. Panelists perform independent double-blind evaluation.
4. Evaluations are consolidated and proposals are rank ordered to facilitate discussion.
5. Research Subcommittee reviews each proposal.
6. Numeric rating scores and reviewer comments are presented and discussed by the Research Subcommittee.
7. Research Subcommittee closely studies the panelists' reviews to ensure fair evaluation (the subcommittee may reject the evaluation of one or more panelists) and develops recommendations for proposals.
8. Faculty Development Board reviews recommendations and considers policy issues when making proposal recommendations to the Provost and Vice Chancellor.
9. Provost and Vice Chancellor reviews proposals and recommendations and makes a decision about each proposal.
10. Proposer receives the Provost and Vice Chancellor's decision, which may include special conditions of an award.

Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments are eligible. Faculty or academic staff on annual (12-month) appointments are not eligible for CAS (Compensation for Additional Service) support. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Proposers whose final reports have not yet been evaluated by the Faculty Development Board or whose projects have been deferred are eligible for future CAS and/or auxiliary funding. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed. Refer to General Information (Section II) for details. Call ext. 1315 with questions regarding a project's status.

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Use of Human or Animal Subjects

Awards for projects **involving human subjects** are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

For **projects using animals**, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's award decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Prereading Service

A prereading service is available. To request a prereading, electronically submit a copy of the proposal to the Office of Sponsored Programs and Faculty Development by the deadline indicated on the Faculty Development Program website. An experienced reviewer will critique the draft. While this does not guarantee subsequent approval, reviewer comments may help improve the final version.

Proposals

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet is available in Appendix B at grants.uwosh.edu
2. Double-blind review: Because the review process is double blind (neither the proposer nor panelist knows the others identity), proposals and other materials must be written in a manner that maintains anonymity. Proposers must ensure that neither their name nor any other identifying information appears in the proposal and/or other materials. The review process will end if a proposal or other materials reveals the proposer's identity in any way. In such cases, the proposal will be returned to the proposer at the end of the cycle without a recommendation for funding. When necessary (for example when citing one's self, in support letters, etc.) the word "author" should be inserted in place of the proposer's name. Any double blind violation discovered on or after the Faculty Development Program deadline date in the review process is cause for disqualification of the proposal.
3. A proposal consists of the following elements; omission of any element will lead to disqualification:
 - c. an abstract (not to exceed 250 words) and on a separate page from the narrative,
 - d. a proposal narrative (maximum eight pages including graphs, charts or illustrations),
 - e. a bibliography (maximum 2 pages),
 - f. a budget (include CAS/reassigned time request and auxiliary support; i.e., supplies/materials, student assistance, etc.) and justification for each item (not to exceed one page).

Proposal Narrative

- No more than eight sequentially numbered pages describing your project (single-spaced, no smaller than 12-point type, with minimum 1-inch margins).
- The proposal should be written to be **understandable to those outside of the discipline**.
- A proposal may require additional sections, but proposals are evaluated on each of the following content items, including writing quality.

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1. **Scholarly/Artistic Merit of the Project.** Proposers must present a persuasive case that the project has a scholarly/artistic merit. Proposals should include:
 - a. a justification of the purpose or need of the project, as well as its importance, including contribution to new knowledge or creative/artistic work.
 - b. a brief review of literature appropriate to the discipline, or a description of existing creative/artistic work, that supports the relevance of the project.
 - c. a statement of clear project objectives, presented in terms of research questions, hypotheses, or artistic creations, that flow logically from the review of prior work.
 - d. a clear description of methods, approaches, techniques or protocol for executing the project that are appropriate to the discipline.
 - e. a clear indication of how the project aligns with and supports the UW Oshkosh strategic plan
2. **Potential for Professional Development.** Proposers must clearly indicate the value for their own research potential and future progress and development. Proposals should clearly indicate:
 - a. that the project is a logical component of the proposer's long-term professional development plan.
 - b. how the author's past research activity, and other qualifications, enhance the likelihood the project will be successful.
 - c. the specific ways in which the project will contribute to the proposer's professional development, including how the project might affect his or her activity in the classroom.
3. **Project Timeline and Feasibility.** Proposers must provide a timeline and sufficient evidence that the research project is feasible and achievable. Proposals should include:
 - a. a clear description of the activities that the author will undertake during the funding period, and, if relevant, the distinct roles of multiple proposers.
 - b. a detailed timeline that describes the expected amount of time for each activity and a clear indication that the total required time is consistent with the requested financial support.
 - c. a clear indication that any necessary internal and/or external resources will be available to support the timely completion of the project.
4. **Project Outcomes.** The proposer must clearly state tangible and realistic outcomes and the type of evidence to be provided upon project completion. Proposals should include:
 - a. a description of one or more discipline-specific outcomes.
 - b. an indication of at least one specific outcome that involves exposure to an audience external to UW Oshkosh.
5. **Quality of Writing.** The proposer must write a clear, concise, consistent, and specific proposal accessible to a broad audience. The proposal should be:
 - a. written concisely and clearly in non-technical and jargon-free language for a general audience.
 - b. free of typographical errors and grammatical mistakes.

IMPORTANT: Proposers must provide a detailed timeline for project activities which accounts for the estimated amount of work completed each week for the duration of the project. The amount of time estimated for the various activities during a given week should be explained in such a way as to be assessable by reviewers outside of the discipline. Total time accounted for must be at least as much as the amount of % CAS requested (7.5% and 15% CAS are considered the equivalent of 4 weeks and 8 weeks respectively). A proposal involving more than one individual should clearly describe the activities and the timeline of each individual.

Budget Requests and Justification

CAS/Reassigned Time/Auxiliary Funds. Faculty and teaching instructional academic staff may request CAS, reassigned time (a maximum reduction in teaching load of three credits per semester), and/or auxiliary funds in support of a project. The proposal must state and justify the level of CAS and/or reassigned time for each individual. CAS requests should be clearly tied to activities described in the project timeline. The Research Component provides CAS support on the basis of a full-time one-month appointment receiving 7.5% of the academic year salary. CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).

Salary support at a level of up to 15% per faculty and academic staff member may be awarded if **a clear and convincing case is made to justify the level of CAS support**. The maximum amount of CAS that can be requested at any time across all components cannot exceed 15% of the proposer's salary.

The nature of certain projects may justify the extension of CAS and auxiliary support for more than one year. In the approval of multi-year projects, a funding commitment of CAS and auxiliary support is made for the initial year. Funding beyond the initial year is contingent upon the submission of an annual progress report to the Office of Sponsored Programs and Faculty Development and the approval of that report by the Research Subcommittee. **In cases where extended CAS support is requested, proposal writers must include a justification for this request in terms of project requirements within the proposal narrative and must also include a timeline for completing specific project activities and submitting an annual progress report.**

CAS and/or reassigned-time requests for **more than one faculty or academic staff member must clearly explain why more than one investigator is essential to the project and must delineate each participant's role and effort.**

If CAS or auxiliary support is approved at an amount less than requested because the level of support was not adequately justified, the proposer may accept or decline the award or complete the project at the approved amount. The award recipient cannot negotiate for lesser project outcomes because the Board has approved a lesser amount.

Reassigned time is limited to a one-course (3-credit) reduction per semester and will be granted only with the approval of the department/unit chair and dean (or their respective equivalents). Note: The Faculty Development Board equates a request for 3 credits of reassigned time to a 7.5% CAS request.

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Research Component proposals may be written to fund the writing of an extensive extramural grant. Refer to General Information, Matching Funds and Extramural Grant Writing, for details. Proposals may also be written requesting supplemental funds for extramurally funded projects. The same criteria as for other research proposals will be used.

If auxiliary funds are requested, the proposal narrative must contain an “Auxiliary Funds Justification” section. The Faculty Development Board will not provide funding for items more than \$500 per item, including equipment, books, computer software, or other items for which the use-life extends beyond the project period. Requests will be considered for items less than \$500 and supplies or services that are consumed in the activities of the project. Computer literature searches indexing, page charges and maintenance of university owned equipment will not normally be supported as an auxiliary expense.

Travel. Support for out-of-state or out-of-country travel must be justified. If projects require travel in consecutive years, justify the objectives and outcomes for each year. All travel related purchase that is not in accordance with the UW-System and UW-Oshkosh travel policy will be deemed unauthorized and **will not** be reimbursed.

Student Support. The purpose of student support is to directly support the professional development of the proposer. If requested, justify the number of student hours (hourly wages that exceed the minimum wage must also be justified) and explain how the work supports the professional development of the applicant. Student job descriptions and hourly wages are subject to approval by the Human Resources Department.

Letter of Support

If a third-party commitment of resources is needed, a letter of support should come from a person authorized to make the commitment (be sure to avoid a double-blind violation by using the word “author” in place of the proposer’s name).

Final Report

A project is assigned a final report date when approved for funding. The typical due date for a summer project is February 1 of the following year. A final project report is due on or before this date and should include:

- an abstract of not more than 250 words on the final report abstract form provided by the Office of Sponsored Programs and Faculty Development,
- a description of project objectives and activities,
- evidence of tangible products produced,
- a self-analysis of the professional development achieved by each grant recipient,
- details of how the proposed project objectives were achieved, or
- an explanation of why proposed outcomes were not achieved (the project may be deferred or declared past due).

SECTION V: Faculty College

Description

The Faculty College Component is an in-service educational program that allows UW Oshkosh faculty and academic staff members to:

- offer programs/courses or other educational experiences to their colleagues,
- arrange for experts from outside the University to make presentations, or
- engage in intensive, short-term work with UW Oshkosh faculty and academic staffmembers.

Faculty College programs may be offered at any time. Examples of courses/programs that may be offered are:

- new developments in disciplines or professions (e.g., recent research in biochemistry, the impact of special education legislation on the education field, etc.);
- retraining or upgrading, such as advanced biochemistry for biologists and multivariate analysis for those in the social sciences;
- new delivery systems, teaching techniques, and educational trends;
- administrative techniques for departmental chairpersons; and
- general education programs that broaden interests and thus contribute to intellectual vitality (e.g., the energy crisis, politics of the Near East, the modern American novel, investment strategies, health-related topics, etc.).

Procedures

Faculty College proposals may be submitted at any time to the Office of Sponsored Programs and Faculty Development, after signatures are obtained from the appropriate department chair(s) and dean(s) or equivalent.

The Faculty Development Board may recommend proposal modifications, or may send proposals to the Provost and Vice Chancellor for final approval. **No financial commitments to guest speakers should be made before such approval is given.** Programs will be scheduled to avoid conflicts, if possible.

Criteria

Criteria used in evaluating proposals include:

- extent to which the proposed program meets the interests and/or professional development
- feasibility in terms of required auxiliary support, methodology, and the presenter's experience and professional competence.

Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year (9-month) appointments are eligible. Persons on annual appointments are not eligible for CAS support. The Faculty Development Board determines if proposers have projects that are past due. Proposers whose final reports have not yet been evaluated by the Faculty Development Board or whose projects have been deferred are eligible for future CAS and/or auxiliary funding. Proposers whose projects are past due are not eligible. Please call ext.1315 regarding the status of a particular project.

Types of Support

Participation as a Faculty College planner, presenter and/or trainee is, in most cases, considered part of the time allocated for professional development under the participant's regular contract. This includes time for the program preparation and/or presentation.

The Faculty Development Board will consider CAS requests only in situations requiring an extensive time commitment. CAS requests must be justified as preparation or presentation time. **The CAS request should include a detailed work plan describing and justifying the tasks requiring additional support.** CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).

Normally, 7.5 percent of academic year base salary paid as CAS requires an effort at the equivalent of one month of full-time work, or the equivalent of teaching one 3 credit hour course (42 contact hours, plus preparation and follow-up). CAS requests for less time should be pro-rated accordingly. As a rule of thumb, 2.5 percent CAS is considered appropriate per each two full days of instruction (presentation plus preparation and follow-up) or the equivalent in other commitments of time and effort. The maximum amount of CAS that can be requested at any time across all components cannot exceed 15% of the proposer's salary.

Auxiliary support is available for speakers and related expenses. Proposers should contact the Office of Sponsored Programs and Faculty Development **prior to** offering an honorarium to a presenter. Auxiliary funds are not available for food or refreshments.

Proposals

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The cover sheet (Appendix B) is available at grants.uwosh.edu.
2. Proposals consist of:
 - a. Faculty College Application Form,
 - b. Faculty College Budget Form.

Final Report

Faculty College planners who receive at least \$500 in support must submit a final report, which will be reviewed by the Faculty Development Board.

The final report should address the following points:

1. How was the money spent?
2. Who participated in the Faculty College?
3. What outcomes were achieved? (Evidence of outcomes may include participant participation surveys, tangible products created in or after the Faculty College, etc.)

SECTION VI: Off-Campus

Description

The Off-Campus Program provides auxiliary support to faculty for active participation in activities such as:

- intensive workshops and/or courses, and
- other professional development activities that enhance the institution's effectiveness.

Tuition, registration fees, travel, housing, and other reasonable expenses **directly** related to the approved professional development activity will be reimbursed.

Faculty are eligible to participate in **one Off-Campus professional development activity per fiscal year** (July 1 to June 30). Off-Campus awards include only auxiliary support and do not affect the 15 percent CAS limit of a faculty member within a given fiscal year.

The level of support is:

- auxiliary support up to \$1,500 for projects that meet the interactive criterion below, as well as the other criteria, or
- auxiliary support up to \$750 for projects that meet all criteria except the interactive criterion.

The Off-Campus Program does **not** support:

- presentation of papers or posters at professional meetings, conferences or workshops
- attendance at conferences, conventions or professional meetings that do not meet the criteria below
- participation in international study tours or cultural exchange programs.
- cost of certifications, licenses or tuition reimbursement

When the approved Off-Campus activity is associated with a conference or meeting, only the costs specific to the approved activity will be reimbursed.

Procedures

Submit proposals to the Office of Sponsored Programs and Faculty Development any time during the calendar year **at least six weeks** prior to the planned program. Before submitting, proposals must be routed through the appropriate department chair and dean for signatures. Approximately three weeks after proposal receipt, the Faculty Development Board will forward its recommendation to the Provost and Vice Chancellor, who will announce his or her decision within approximately two weeks.

Criteria

A qualifying activity must have these attributes:

1. **Interactive:** Small-group discussions, problem solving, materials development, skill development, or "hands-on" experience are examples of "active" learning experiences. An experience that primarily involves listening to presentations will not qualify for support at the \$1,500 level.
2. **Focused:** Limited topical coverage will provide in-depth topic examination.
3. **Limited Enrollment:** Enrollment is limited either by applicant qualifications or enrollment number limits established by the off-campus agency.

4. **Faculty Development:** Activity has a clear relationship to the faculty member's area of teaching and/or research. Specific outcomes will result from participation.
5. **Instruction:** Instructor qualifications and the program level must be appropriate for the faculty member attending.
6. **Focused and In-depth.** If a proposed Off-Campus activity is less than one day of instruction (approximately six hours), the proposal must explain how a) the limited experience provides significant professional development and b) is cost-effective. Failure to satisfactorily address these two points may disqualify the proposal.
7. **Uniqueness.** Applicants must justify how Off-Campus programs are different from those previously attended and will not receive funding for programs similar to those already attended.
8. **Rationale for Travel.** Travel to distant or international settings must be justified by a convincing rationale explaining why a closer equivalent educational experience is not available.

Eligibility

Off-Campus Program eligibility criteria include:

- Teaching faculty with nine month and annual (12 month) appointments who are currently teaching, or will be teaching within the next 18 months, are eligible.
- Eligible faculty may submit Off-Campus proposals related to their teaching or research. Faculty with annual appointments may not receive Off-Campus support for experiences related to their non-teaching responsibilities.
- Activities must occur during the applicant's contract period; however, a person under contract for fall semester may receive support in the preceding summer.
- Unless there is a compelling case to justify sending more than one faculty member to the same Off-Campus program, the Board will recommend support only for the faculty member who will, on the basis of the application, most benefit.

Submission

Off-Campus proposals are considered by the Faculty Development Board throughout the year, as follows:

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet (Appendix B) is available at grants.uwosh.edu
2. The proposal must include:
 - a. An **abstract** (not to exceed one page) summarizing the proposal.
 - b. A brief **proposal narrative** (two to four single-spaced pages) that describes the Off-Campus program, develops a **complete rationale** for participation in terms of need and professional development, and describes the **specific and tangible outcomes** that the faculty member and/or institution can expect from participation. The criteria listed above must be addressed.
 - c. A **budget justification** that lists the budget items and amounts requested and the basis and/or rationale for the request. An itemized budget on the cover page is not sufficient.
 - d. **Materials used to describe the program** to participants (e.g., agenda or brochure). If the program information doesn't delineate the nature of the **interactive, focused** experience, the applicant must obtain additional information and include it with the proposal.
 - e. A **letter from a faculty colleague** who has expertise in the program's field and is familiar with the participant's professional work. The letter should evaluate the proposed program and relate the projected experience to the participant's professional growth.

Awards

Awards are paid on a reimbursement-for-expense basis. University and state travel regulations apply to awards with these exceptions: 1) the Faculty Development Board does **not** pay for meal expenses, and 2) cost for travel will be set at the lowest reasonable rate. Please refer to guidelines for auxiliary expenditures in the General Information section for additional information.

As permitted by University and state regulations, recipients may arrange to pre-pay registration fees or related costs by means of a University Direct Payment Request and/or may submit a Request For Travel Advance in order to receive a portion of the total award.

All travel-related forms, e.g., the electronic Travel Expense, the electronic Request for Travel Advance Report, and the University Direct Payment Request, must be initiated by the applicant.

Final Report

A project is assigned a report date when approved for funding. A final project report is due on or before this date and should include:

1. A discussion of how the experience did, or did not, meet the goals and expected outcomes that were originally anticipated in the proposal;
2. A description of the professional development obtained by being a participant in this experience;
3. A statement of how the knowledge gained through this experience will benefit the faculty member and/or the department or unit. Describe any completed or planned applications of the knowledge obtained.
4. An abstract of not more than 250 words on the final report abstract form provided by the Office of Sponsored Programs and Faculty Development.

SECTION VII: Small Grant

Description

The Small Grants Component provides up to \$750 per fiscal year (July 1- June 30) per individual to complete a recent or develop a forthcoming project (teaching, research or extramural grant). Faculty and academic staff can apply for ONE small grant per year. CAS support is not available through this FDP component.

Funds may be requested on short notice for items such as:

- travel to collections or to funding source
- student assistants
- survey duplication
- postage
- supplies

This component is not intended to augment departmental capital equipment budgets. Support for salary, travel to professional meetings or the purchase of materials directly related to instructional activities, the purchase of gifts for survey participants or any expenses related to publishing one's work is not available under this component.

Procedures

Complete the Small Grants Component form (Appendix H), sign it and submit it directly to the Office of Sponsored Programs and Faculty Development. Applicants are encouraged to consult this Faculty Development Program Handbook and/or contact the Office of Sponsored Programs and Faculty Development if they have any questions.

The request will be reviewed by the Director of the Office of Sponsored Programs and Faculty Development and the Faculty Development Board Chair.

Project Outcomes

Project outcomes must be identified in the application. Progress towards achieving those outcomes will form the basis of final report evaluation.

Eligibility

All faculty and academic staff who meet the above project outcomes are eligible.

Project Types Supported

The project (amount not to exceed \$750) must be related to:

- teaching or research projects approved within the past three years, including projects which have been closed or are in Deferred status. Please include project title and number on application form.
- a proposal to be submitted within the next 12 months to the Faculty Development Program. Please include tentative project title and expected submission date on application form.

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- a proposal to be submitted within the next 12 months to an external agency. Please include tentative project title and expected submission date on application form.
- any other projects deemed eligible by the Director of the Office of Sponsored Programs and Faculty Development and the Faculty Development Board Chair. Please contact the Office of Sponsored Programs and Faculty Development (x-1315) with questions regarding project eligibility.

Proposal Content

Briefly describe the project activities, list the items to be purchased, and explain how the requested funds/items will be used to meet project goals and your professional development needs. Project outcomes must be identified in this section.

Final Report

A final report is required (submit on the Faculty Development Program Final Report form, two paragraph maximum). The Faculty Development Program is interested in learning how and if the Small Grant Component met your professional development needs. Please answer the following questions:

1. How was the money used?
2. How did the grant help with your professional development?

SECTION VIII: Faculty Sabbatical

The following institutional guidelines are drawn from the current UW System Sabbatical Program guidelines (ACPS-3.3) and describe program administration practices as implemented at UW Oshkosh.

Description

The Faculty Sabbatical Program enables recipients to become more effective teachers and scholars and to enhance their services to the University through intensive study. This privilege is granted to faculty members on the merit of their academic contributions.

Eligibility

A faculty member is eligible for a sabbatical award under the following terms:

1. Must have completed six or more years of full-time UW System instructional service, or its equivalent, and not have taken a sabbatical within the UW System during the previous six years of full-time service, or its equivalent.
2. Leaves of absence, regardless of funding source (including personal resources), will be excluded in determining a faculty member's years of full-time service.
3. Preference shall be given to those making significant contributions to teaching and who have not had a leave of absence, regardless of funding source, in the previous four years.
4. A sabbatical will not be awarded to a faculty member denied reappointment to a permanent position for the year following the proposed sabbatical leave.

Types

Two types of sabbatical leaves are available:

1. A faculty member may take an academic year sabbatical leave and receive 65% of his/her full compensation for that period.
2. A faculty member may take a sabbatical leave for one semester of the academic year and receive his/her full compensation for that period.

While the outcomes of a sabbatical will vary, **expectations of activities and outcomes of a one-year sabbatical will be greater than a one-semester sabbatical.**

Conditions

The following conditions govern the Faculty Sabbatical Program:

1. A sabbatical leave will be granted for enhancing teaching, course and curriculum development, or research related to the faculty member's field of expertise.
2. A faculty member may receive supplementary grants or other awards while on sabbatical leave, but such compensation, when combined with the amount of institutional compensation, shall not exceed the full compensation normally received from his/her institution for the sabbatical period.
3. Additional grants or awards **must not** interfere with the stated purposes of a faculty member's sabbatical program.
4. The sabbatical leave cannot be used to accept other paid employment during the leave period, unless stipulated **as a condition** of the leave.
5. All grants or other awards applied for or to be received during the leave must be specified in the sabbatical application.

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6. A faculty member must return to UW Oshkosh for at least one academic year of service after the termination of the sabbatical, or repay any compensation (salary, plus the University's share of fringe benefits) received from UW System during the sabbatical.
7. A faculty member must submit a written report detailing his/her accomplishments during the leave **within three months** after the project completion date.
8. While sabbaticals are granted to faculty based on academic achievements, this does not take precedence over the need to address in detail the criteria listed below.

Selection

The following guidelines govern the process for sabbatical leave:

1. The Sabbatical Subcommittee reviews proposals and recommends support (in rank order of priority) to the full Board, which then submits recommendations for support (in rank order of priority) to the Provost and Vice Chancellor. The subcommittee uses the same criteria (see below) in evaluating one semester and full-year proposals.
2. The Provost and Vice Chancellor selects sabbatical recipients on the basis of:
 - a. the Faculty Development Board's recommendations;
 - b. recommendations from the respective deans/unit heads, if requested; and
 - c. the dollars available to support sabbaticals in a given year.
3. Institutional selections for the Faculty Sabbatical Program will be communicated in writing by the Chancellor to the Vice President for Academic Affairs by November of each year. This communication will contain:
 - a. a copy of the application materials for each faculty member awarded a sabbatical leave, including a description of the proposed sabbatical program and an updated professional vita;
 - b. a certification by the Chancellor or a designee that the eligibility requirements, compensation arrangements and related conditions of the appointment, and the guidelines for sabbatical award selection, have been observed in the determination and granting of the awards; and
 - c. a description of the source of support for the sabbatical; i.e., collegial coverage, ad hoc appointment, or other.
4. Faculty members receiving sabbatical awards will be announced annually at the December Board of Regents meeting.

Procedures

1. Sabbatical proposals are due in the Dean's Office by the due date announced by the Sponsored Programs & Faculty Development Office. The announcement is made in the spring semester and the due date is typically the first week of September.
2. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature.
3. A complete sabbatical proposal includes:
 - a. A Faculty Development Program cover sheet
 - b. A one-page title page
 - c. A one-page abstract
 - d. A narrative that may not exceed 12 double-spaced pages (1-inch margins, 12-point font).
 - e. A letter from the department chair. System guidelines require a detailed listing or description of how the University will accommodate the faculty member's absence. A letter from the department chair must describe how the faculty member's absence will affect course offerings and must be attached to each copy of the proposal. However, a letter from the department chair that describes the quality of the proposed activities is unnecessary and should not be submitted.

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- f. A complete vita
 - g. A **brief** vita (not to exceed one printed page) must be submitted electronically to grants@uwosh.edu
 - h. A **brief** paragraph abstract (3-4 sentences) must be submitted electronically to grants@uwosh.edu
4. Sabbatical proposals must be submitted to the Office of Sponsored Programs and Faculty Development through the department chair (or equivalent) and the respective dean/unit head.

Auxiliary Support

Limited auxiliary support up to \$3,000 is available through the Faculty Sabbatical Program when such expenses are essential to achieving the sabbatical goals. Eligible categories are limited to:

- transportation
- lodging
- supplies and services that are consumed in the activities of the project
- equipment, books, computer software or other items for which the use-life extends beyond the project period as long as no single item exceeds \$500.

A request for auxiliary support should be made as part of the sabbatical proposal. Preference for auxiliary support will be given to faculty who leave campus for more than four consecutive weeks. Auxiliary support is not available for student assistants or meals.

Use of Human and Animal Subjects

Awards for **projects involving human subjects** are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

For **projects using animals**, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Criteria

Guidelines for Sabbatical Proposal Preparation

(Sabbatical narrative may not exceed 12 double-spaced pages, 1-inch margins, 12-point font.)

1. The Project
 - a. Describe your project and project activities in sufficient detail for reviewers to evaluate its merits.
 - b. Describe and support the scholarly value of the proposed project and project activities.
 - c. Explain your method/process/approach for the project.
 - d. Justify why you have selected that method/process /approach, and why you believe it is the most suitable for the project.

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- e. Describe the working environment you have chosen for your sabbatical leave. If it is a remote location, explain the suitability of the location you selected (e.g., access to resources, collaborators, etc.). If you will remain on campus, justify the decision to do so.
2. Relevance and Professional Development
 - a. Describe how the sabbatical activities relate to course and curriculum development or to your current teaching or research activities.
 - b. Identify and describe the professional development that will result from completing the sabbatical project. Examples of this professional development would include:
 - ◆ The significant enhancement of a particular course.
 - ◆ Significant improvement in the quality of instruction.
 - ◆ The opportunity to learn new research skills or methods.
 - ◆ The opportunity to begin a new major project.
 - ◆ The opportunity to complete a major project.

Proposals that demonstrate clear momentum in development of a major project will be evaluated higher than proposals that represent a clearing of a backlog of smaller projects.

3. Feasibility
 - a. Identify and describe the key elements that need to be in place to assure that the project can be conducted as planned. Provide, as relevant, copies of letters of invitation from collaborators, letters of access to libraries and archives, copies of correspondence with publishers if a book is being planned, etc. Demonstrate that the project is feasible within the timeline provided in the proposal.
4. Goals and Outcomes
 - a. Identify and define your concrete goals for your sabbatical leave: Clearly state what you expect to get done or what you expect to learn from the sabbatical.
 - b. Identify the tangible outcomes that will result from the sabbatical. Examples of tangible outcomes include but are not limited to course materials, articles submitted for publication, book chapters, and an external grant proposal.
5. Eligibility and Merit
 - a. Explain how you meet the requirements for eligibility for a sabbatical leave.
 - b. Describe your contributions to the University and your profession that should be used to evaluate the degree to which you merit a sabbatical. This section should address teaching, scholarship and service. The balance across these three areas may vary significantly from person to person.
6. Timeline
 - a. Provide a detailed timeline sufficient for reviewers to understand the steps you will take to achieve the goals described in the Goals and Outcomes section above.
7. Outcomes
 - a. Given the expected outcomes provided in the Goals and Outcomes section above, describe the tangible and intangible outcomes by which the Faculty Development Board may assess the success of the sabbatical.
8. Clear and Concise Writing
 - a. Reviewers **may be from outside the proposer's subject field**. Therefore, avoid technical jargon and define terms/concepts. Proofread for organization, grammar, readability, clarity of objectives, sufficiency of details, length of proposal and legibility. Reviewers are instructed to "grade low" rather than to "give the benefit-of-the-doubt" when they cannot understand crucial ideas.

Final Report

1. A faculty member receiving a sabbatical leave must submit a written report detailing his/her accomplishments during the leave **within three months** after the project completion date.
2. The Faculty Development Board will evaluate the report against the project objectives included in the approved sabbatical proposal. Since the leave was originally granted on the basis of those objectives, **project activities must be totally directed toward their accomplishment**. In rare cases where a change in project objectives or activities is required, notice of such proposed changes must be reviewed by the Faculty Development Board and approved by the Provost and Vice Chancellor **prior** to the effective date of such changes. **Failure to adhere to this guideline will result in an unsatisfactory evaluation.**
3. The final report must include a section stating how the sabbatical experience contributed to the faculty member's **professional development**.
4. The final report must include an abstract of not more than 250 words on the final report abstract form.
5. The Faculty Development Board will use its standard evaluation procedure and criteria in evaluating the final report.

SECTION IX: Individually Planned Program

Description

The Individually Planned Program seeks to provide opportunities for faculty and academic staff to pursue individualized professional development opportunities. The objective of the IPP is to enable faculty and academic staff to be able to respond effectively and in a timely fashion to significant professional challenges and opportunities associated with advances in knowledge, new technologies and their applications.

Approved proposals may receive a maximum of 15% CAS salary (or the equivalent in released-time, with 7.5% being equal to one 3 credit course - see Release Time Policy for details) and auxiliary funding to support faculty/academic staff members who are engaged in a self-planned program of professional study. Proposals will not be accepted which request less than 3.75% CAS (2 weeks) of support.

Support via the IPP component cannot be used to substitute for other FDP components, nor can it be used for projects that were denied funding from any of the existing components. For example, requests for standard research, creative or teaching projects should be submitted to the Research or Teaching Components and support for the preparation of an external grant application should be submitted to the Release Time for Grant Writing Component.

Procedures

1. There is no set application deadline – requests for funding may be submitted at any time during the year. However, potential applicants should note that a maximum of 15% CAS can be under review for FDP support at any given time.
2. Given the individualized nature of each project, proposers are strongly encouraged to discuss their plans with department/unit chairs, colleagues, Faculty Development Board members or the Director of the Office of Sponsored Programs and Faculty Development prior to submission of application.
3. Applicants will submit one electronic version of a proposal directly to the Office of Sponsored Programs and Faculty Development. The Office of Sponsored Programs and Faculty Development will obtain signatures from the applicant's respective department/unit Chair and Dean.
4. The FDP IPP Subcommittee will review proposals and forward its recommendation to the Faculty Development Board. After its deliberation, the Faculty Development Board will forward a funding recommendation to the Provost and ViceChancellor.
5. Proposers will be notified of the PVC's decision in a timely manner. The notice may include special conditions of award.

Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments are eligible. Faculty or academic staff on annual (12-month) appointments are not eligible for CAS support. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Proposers whose final reports have not yet been evaluated by the Faculty Development Board or whose projects have been deferred are eligible for future CAS and/or auxiliary funding. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed.

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Use of Human or Animal Subjects

Awards for projects involving human subjects are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). For projects using animals, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development for further information.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's award decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Consultation/Prereading Services

Consultation and prereading services are available and, given the individualized nature of the IPP component, are strongly advised. To request a consultation, contact the Office of Sponsored Programs and Faculty Development at ext. 1315. To request a prereading, submit one electronic copy of the proposal draft (typed, single-spaced) to the Office of Sponsored Programs and Faculty Development (grants@uwosh.edu). An experienced reviewer will critique the draft. While this does not guarantee subsequent approval, reviewer comments may help improve the final version.

Criteria

Proposals in this option are expected to vary in form and content to allow flexibility in the specific project to be pursued by the faculty/academic staff member. It is essential that the proposal clearly explain in detail the value, rigor, validity, and importance of the proposed program. At a minimum, the proposal should effectively address the following evaluation criteria:

1. Integration with professional program. The program must be an integral part of a larger program of professional study.
2. Prior work. There should be evidence that substantive prior work has already been completed, such as bibliographies, prior papers, shows or exhibits, or other evidence of concentrated planning serving to focus the proposed IPP tasks.
3. Relation of activities to professional development. The specific activities which will be undertaken during the proposed IPP must be clearly stated, and related to the professional abilities which will be enhanced or developed. These should be related to activities which have occurred prior to the IPP, and which will occur following the completion of the IPP. Explain how the IPP fits into the total professional objectives of the proposer.
4. Professional development environment. Explain, in detail, why the specific professional development environment was chosen, and, if applicable, what other environments were considered.
5. Tangible outcome(s). The proposal should explain what the expected product(s) of the IPP will be and how that product(s) will be communicated to others, both for evaluation of project completion and for potential benefit and learning from the experience of the proposer.
6. Time line. A clear time line for performing the IPP must be included.
7. Budget. Is the CAS amount requested commensurate with the scope of work described? If auxiliary funds are requested, are those funds essential to achieving the stated IPP goals?

The proposal must indicate the proposed basis upon which the Faculty Development Board should assess the relative success of the IPP project upon completion. While a final report must be submitted which allows the experience to be evaluated (see Final Report, below), it is insufficient to simply assert that the project was performed. The final report should explain and illustrate what was performed in sufficient detail so that the quality of the project outcomes (criterion #5, above) can be assessed.

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Proposals

Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet is available in Appendix B at www.grants.uwosh.edu.

1. **Cover sheet.** See the Faculty Development Program Handbook for a downloadable version of the cover sheet.
2. An **abstract** (not to exceed one page; page 1 of the proposal) summarizing the project activities, timeline, budget and tangible outcomes.
3. A **proposal narrative**. (single-spaced, not to exceed 8 pages; pages 2 through 9 of the proposal). The narrative must clearly describe the planned program of study and how it relates to the faculty/academic staff member's ongoing professional development program. Each of the seven evaluation criteria listed above must be addressed in the narrative. Detailed explanations of the proposed activities and the anticipated outcomes are essential for the Faculty Development Board to evaluate the fundability of the project.
4. **Appendices** are allowed and there is no page limit. However, appendices should include supportive material only; none of the content of the appendices can be used to directly address the evaluation criteria. All evaluation criteria must be directly and completely addressed in the proposal narrative section.

Budget Guidelines

The following are general guidelines; the Individually Planned Program application may contain other specifics.

1. **CAS/Reassigned Time and Budget Requests and Justification.** Faculty and teaching academic staff may request CAS, reassigned time, and/or auxiliary funds in support of a project. The proposal must state the level of CAS and/or reassigned time requested.
CAS support up to 15 percent may be awarded where a clear and convincing case has been made to justify that level of CAS support. CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).
Auxiliary funds may be requested for student assistance, equipment, books, computer software or other items for which the use-life extends beyond the project period as long as no single item exceeds \$500.

If CAS or auxiliary support is approved at an amount less than requested because the level of support was not adequately justified, the proposer may accept or decline completing the project at the approved amount. The grant recipient cannot negotiate for lesser project outcomes because the Board has approved a lesser amount.

If auxiliary funds are requested, the proposal narrative must contain an "Auxiliary Funds Justification" section. For more information, see Appendix J.

2. **Travel.** Support for out-of-state or out-of-country travel must be justified.
3. **Student Support.** If requested, justify the number of student hours (hourly wages that exceed the minimum wage must also be justified). Student job descriptions and hourly wages are subject to approval by the Student Financial Aid Office.

Final Report

A project is assigned an evaluation date when approved for funding. A final project report is due on or before this evaluation date and should include:

1. an abstract of not more than 250 words on the final report abstract form provided by the Office of Sponsored Programs and Faculty Development (also available on-line)
2. a narrative that includes:
 - a summary of project objectives, activities and how the institutional need was met,
 - a copy (where practical) of tangible product(s) produced. This might take the form, for example, of a monograph created, or photographs of a show or exhibit performed, or an extensive annotated bibliography, or similar tangible illustration of the subject and goals of the IPP activities.
 - a comparison of reported outcomes with the objectives of the approved proposal, or
 - an explanation of why proposed outcomes were not achieved (the project may be deferred or declared past due).

SECTION X: Institutional Needs

Description

The Institutional Needs Program seeks to support faculty and academic staff, working as individuals, in teams or in collaboration with students, to analyze clearly defined institutional problems and propose solutions. Institutional Needs projects must improve decision-making in the University community and align with the University mission statement and strategic plan.

Approved proposals may receive a maximum of 15% CAS salary (or the equivalent in released-time, with 7.5% being equal to one 3 credit course and auxiliary funding to support faculty/academic staff members who are engaged in a self-planned program of professional study. Proposals will not be accepted which request less than 3.75% CAS (2 weeks) of support.

Support via the Institutional Needs Program cannot be used to substitute for other FDP components. For example, requests for standard research, creative or teaching projects should be submitted to the Research or Teaching components and support for the preparation of an external grant application should be submitted to the Release Time for Grant Writing component. Projects that have been denied funding from any of the existing components are not eligible for support via the INP.

Procedures

1. There is no set application deadline – requests for funding may be submitted at any time during the year. However, potential applicants should note that a maximum of 15% CAS can be under review for FDP support at any given time.
- 2a. There are two ways to initiate an Institutional Needs Program proposal. First, the Faculty Development Board may identify an Institutional Need and issue a call for proposals once that need has been identified and evaluation criteria have been developed.
- 2b. Alternatively, individuals may contact the Office of Sponsored Programs and Faculty Development and work with that office to develop a brief preliminary statement of the institutional need to be addressed and appropriate timeline.
3. Applicants will submit one electronic version of a proposal directly to the Office of Sponsored Programs and Faculty Development. The Office of Sponsored Programs and Faculty Development will obtain signatures from the applicant's respective department/unit Chair and Dean.
4. The FDB Institutional Needs Program subcommittee will review proposals and forward its recommendation to the Faculty Development Board. After its deliberation, the Faculty Development Board will forward a funding recommendation to the Provost and Vice Chancellor.
5. Proposers will be notified of the PVC's decision in a timely manner. The notice may include special conditions of award.

Eligibility

All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments are eligible. Faculty or academic staff on annual (12-month) appointments are not eligible for CAS support. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Individuals, groups, or a department or several departments (to address an issue of common concern) may submit proposals.

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Proposers whose final reports have not yet been evaluated by the Faculty Development Board or whose projects have been deferred are eligible for future CAS and/or auxiliary funding. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed. Refer to General Information (Section II) for details. Call ext. 1315 with questions regarding a project's status.

Use of Human or Animal Subjects

Awards for projects involving human subjects are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). For projects using animals, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development for further information.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's award decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Consultation/Prereading Services

Consultation and prereading services are available and, given the individualized nature of the INP component, are strongly advised. To request a consultation, contact the Office of Sponsored Programs and Faculty Development at ext. 1315. To request a prereading, submit one electronic copy of the proposal draft (typed, single-spaced) to the Office of Sponsored Programs and Faculty Development (grants@uwosh.edu) at least three weeks prior to the preferred submission deadline. An experienced reviewer will critique the draft. While this does not guarantee subsequent approval, reviewer comments may help improve the final version.

Criteria

Proposals in this option are expected to vary in form and content to allow flexibility in the specific institutional need to be pursued by the faculty/academic staff member or team. It is essential that the proposal clearly explain in detail the value, rigor, validity, and importance of the proposed institutional need. At a minimum, the proposal should effectively address the following points:

1. Objectives. Objectives must be consistent with identified institutional needs.
2. Feasibility. Projects must be feasible in terms of required auxiliary support, methodology, timeframes, and experience and competence of participants. One person must be identified as the project lead, through whom all communication will be directed.
3. Tangible outcomes. The proposal should explain how the expected product of the Institutional Needs award will be communicated to others, both for evaluation and for potential benefit and learning from the experience of the proposer. The inclusion of students as active, learning participants in the proposed activities will be viewed favorably.
4. Implementation. The proposal must indicate how the tangible outcomes of the project will be implemented and disseminated.
5. Sustainability. If the tangible outcome requires an institutional change or new program, the proposal must address how that change/program will be sustained beyond the funding period.
6. Time line. A clear time line for performing the Institutional Needs study must be included.
7. Budget. Is the CAS amount requested commensurate with the scope of work described? If auxiliary funds are requested, are those funds essential to achieving the stated INP goals?

The proposal must indicate the proposed basis upon which the Faculty Development Board should assess the relative success of the INP project upon completion. While a final report must be submitted which allows the experience to be evaluated (see Final Report, below), it is insufficient to simply assert that the project was performed. The final report should explain and illustrate what was performed in sufficient detail so that the quality of the project outcomes (criterion #3, above) can be assessed.

Proposals

Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet is available in Appendix B at www.grants.uwosh.edu.

1. **Cover sheet.** See the Faculty Development Program Handbook for a downloadable version of the cover sheet.
2. An **abstract** (not to exceed one page; page 1 of the proposal) summarizing the project activities, timeline, budget and tangible outcomes.
3. A **proposal narrative**. (single-spaced, not to exceed 8 pages; pages 2 through 9 of the proposal). The narrative must clearly describe the institutional need being addressed and how that need will be met. Each of the seven evaluation criteria listed above must be addressed in the narrative. Detailed explanations of the proposed activities and the anticipated outcomes are essential for the Faculty Development Board to evaluate the fundability of the project.
4. **Appendices** are allowed and there is no page limit. However, appendices should include supportive material only; none of the content of the appendices can be used to directly address the evaluation criteria. All evaluation criteria must be directly and completely addressed in the proposal narrative section.

Budget Guidelines

The following are general guidelines; an Institutional Need Program Call for Proposals may contain other specifics.

1. **CAS/Reassigned Time and Budget Requests and Justification.**
Faculty and instructional academic staff may request CAS, reassigned time, and/or auxiliary funds in support of a project. The proposal must state the level of CAS and/or reassigned time for each individual. CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).

CAS support up to 15 percent per proposer may be awarded where a clear and convincing case has been made to justify that level of CAS support. CAS requests for several proposers must justify multiple participants, and must identify activities for each proposer.

If CAS or auxiliary support is approved at an amount less than requested because the level of support was not adequately justified, the proposer may accept or decline completing the project at the approved amount. The grant recipient cannot negotiate for lesser project outcomes because the Board has approved a lesser amount.

If auxiliary funds are requested, the proposal narrative must contain an "Auxiliary Funds Justification" section.

2. **Travel.** Support for out-of-state or out-of-country travel must be justified.

3. **Student Support.** If requested, justify the number of student hours (hourly wages that exceed the minimum wage must also be justified). Student job descriptions and hourly wages are subject to approval by the Student Financial Aid Office.

Final Report

A project is assigned an evaluation date when approved for funding. A final project report is due on or before this evaluation date and should include:

1. an abstract of not more than 250 words on the final report abstract form
2. a narrative that includes:
 - a summary of project objectives, activities and how the institutional need was met,
 - an analysis of the development achieved for the University,
 - a copy (where applicable) of tangible product(s) produced,
 - a comparison of reported outcomes with the objectives of the approved proposal, or
 - an explanation of why proposed outcomes were not achieved (the project may be deferred or declared past due).

SECTION XI: Release Time for Grant Writing

Description

One of the purposes of the Faculty Development Program is to assist faculty in the pursuit of external funds. Towards that end, Faculty Development Program funds may be sought in the form of reassigned time (not CAS or auxiliary funding) for the preparation and writing of one or more substantive extramural grant proposals. The grant proposal(s) under development must be comparable to those submitted to and competitive at a federal agency for a major research or curricular development project. Release Time for Grant Writing awards are limited to a maximum of one course release (7.5% CAS) and Faculty or Academic Staff are eligible to receive only one Release Time for Grant Writing award in an academic year (approximately September 1 – June 7). Release Time for Grant Writing awards will apply towards the faculty/staff 15% CAS limit within a single fiscal year.

Procedures

Release Time for Grant Writing requests may be submitted to the Sponsored Programs & Faculty Development office any time during the calendar year. Proposers are encouraged to discuss plans and consult with department/unit chairs, the Director of the Office of Sponsored Programs and Faculty Development, and other grant recipients. Before submitting, the proposal must be routed through the appropriate department(s)/unit(s) for signatures (see cover sheet). They will be co-evaluated by the Director of the Office of Sponsored Programs and Faculty Development and the Faculty Development Board Chairperson.

Eligibility

All continuing UW Oshkosh faculty and teaching academic staff holding full- or half-time or greater academic year appointments are eligible. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Proposers whose final reports on other projects have not yet been evaluated by the Faculty Development Board or whose projects have been deferred, are eligible to apply for funding from the Release Time for Grant Writing component. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past due status is removed. Call ext. 1315 if you have questions regarding a project's status.

Criteria

The Faculty Development review of a Release Time for Grant Writing request does not evaluate the quality of the extramural proposal or activity: that is left to the outside granting authority. Rather, the Faculty Development review will evaluate the release time request in terms of:

1. Has the applicant made the case that the release time requested is commensurate with the time involved in preparing the external grant application?
2. The complexity and requirements of the external grant application process. Has the applicant made the case that the release time requested is commensurate with the effort involved in preparing the external grant application?
3. Timeline.

The Release Time for Grant Writing component cannot be used to support the generation of preliminary data, regardless of how important those data may be to the eventual success of the external funding request.

Proposals

A proposal consists of the following elements:

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The cover sheet is available in Appendix B at grants.uwosh.edu.
2. A four-page (maximum) narrative of the project and activities. The proposal narrative must address groundwork done to date, preliminary data (if available), the nature of the proposed grant, a timeline of activities, and a justification for the funding request.
3. A listing of the targeted external funding agency(ies) with submission due dates. Note: the submission due date for the external proposal can be no sooner than seven weeks after the start of the semester for which Extramural Grant Proposal Writing release is being requested. For example, release time for the fall semester will not be awarded if the proposal application deadline is before the end of the Fall I term of that year.
4. A letter from the department/unit chair indicating support for the endeavor and confirmation the course release can be covered.

Final Report

A funded Release Time for Grant Writing project is assigned a Final Report Due date of three months after the semester of the release time. The Final Report will consist of evidence that the extramural grant supported by the Release Time for Grant Writing component was submitted to an external agency.

SECTION XII: Extramural Matching Grant

Description

One of the purposes of the Faculty Development Program is to assist faculty in the pursuit of external funds. Towards that end, Faculty Development Program funds may be sought as matching support for extramural funds when the University is the recipient/fiscal agent of the grant and when the grant will be administered through the Office of Sponsored Programs and Faculty Development.

The Faculty Development Program recognizes the extreme diversity in potential extramural sources covering all fields of intellectual endeavor eligible for support from the FDP. The following guidelines are meant to help clarify the policies that apply to the Extramural Matching Grant Component. However, potential applicants are strongly encouraged to contact the Director of the Office of Sponsored Programs and Faculty Development or the Faculty Development Board Chairperson to discuss the eligibility and design of their Extramural Matching Grant request prior to submission.

The goal of the Extramural Matching Grants Component is to provide limited supplemental funding for extramural grants in cases in which matching funds are required by the extramural agency or are clearly necessary to accomplish the project's scope of work. Faculty Development Program Extramural Matching Grants are not intended to become permanent supplements to external dollars. Nor are they to be used to expand a project's scope of work beyond what is described in the external request.

The Faculty Development Program expects the external grant to bear a significant share of project-related salary and expenses. Matching grant support is meant to be supplementary only.

Budget categories in which the match may be arranged include CAS, reassigned time and auxiliary funds. Faculty or Academic Staff seeking to use Faculty Development funds must first receive department/unit chair(s) and college dean(s) approval, and then request support from the Office of Sponsored Programs and Faculty Development at least 10 days prior to the extramural agency's submission deadline.

Faculty and staff are eligible to participate in one FDP Matching Grant proposal per fiscal year (July 1 – June 30). Matching Grant awards will apply towards the faculty/staff maximum 15% CAS limit within a fiscal year.

Procedures

Matching grant proposals may be submitted to the Office of Sponsored Programs and Faculty Development prior to submission of the grant to be matched to the extramural agency. Proposers are encouraged to discuss plans and consult with department/unit chairs, the Director of the Office of Sponsored Programs and Faculty Development, and other matching grant recipients prior to submission. Before submitting, the proposal to the FDB must be routed through the appropriate department(s)/unit(s) and college(s) for signatures (see cover sheet for appropriate signatures). Matching grant proposals will be co-evaluated by the Director of the Office of Sponsored Programs and Faculty Development and the Faculty Development Board Chairperson.

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Eligibility

All continuing UW Oshkosh faculty and teaching academic staff holding full- or half-time or greater academic year appointments are eligible. Faculty or Academic Staff on annual appointments are not eligible for CAS (Compensation for Additional Service) support. Recipients of Faculty Development Program support must forgo or return the previously approved support if they will not be continuing for one regular semester following the completion of the supported project.

Proposers whose final reports on other projects have not yet been evaluated by the Faculty Development Board or whose projects have been deferred, are eligible to apply for funding from the Matching Grants Component. Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past due status is removed. Call ext. 1315 if you have questions regarding a project's status.

Matching support will be withdrawn if either the grant writer or grant itself is transferred from the University.

Use of Human or Animal Subjects

Awards for projects involving human subjects are contingent upon approval from the UW Oshkosh Institutional Review Board (IRB). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

For projects using animals, an award is contingent upon approval from the UW Oshkosh Animal Use and Care Committee (IAUCC). Contact the Office of Sponsored Programs and Faculty Development to obtain information and application forms.

IRB or IAUCC approval must be granted prior to the start of the project. The notice of the Provost and Vice Chancellor's award decision will indicate the deadline for obtaining approval for each project requiring IRB or IAUCC consideration. The status of the project will be changed to "withdrawn" if the deadline is not met.

Criteria

The Faculty Development review of a matching grant request does not evaluate the quality of the extramural proposal or activity: we leave that to the outside granting authority. Rather, the Faculty Development review will evaluate the matching request in terms of:

1. Dollar amount of resources requested from Faculty Development.
2. Dollar amount of resources requested from Faculty Development relative to external dollars. As a general guideline: the amount of requested match must not exceed the total amount of the extramural grant. As stated above, the standard 15% CAS limit applies as well.
3. Matching funds are required by the extramural agency or are clearly necessary to accomplish the project's scope of work. It is incumbent upon the proposer to make the case for the latter. When the project budget has sufficient funds that can be reallocated to salary, the expectation is that reallocation of external dollars will occur and the proposal will be ineligible for FDP support. In other words, FDP monies cannot be used to support salary or other expenses that are clearly included, or should be included, in the extramural request.

Applied research projects for which a third party is the primary beneficiary of the work will not be supported.

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In the case of large matching grant requests for projects where the institution is primary beneficiary of the project (as opposed to individual research projects), the Faculty Development Board requires the proposer(s) department(s)/unit(s) to share in the matching expense above normal or customary departmental support for research.

Proposals

A proposal consists of the following elements; omission of any element will lead to the return of the request without review:

A proposal consists of the following elements:

1. Submit one copy of the proposal, including a signed cover sheet, to the department/unit head and Dean for signature. The Dean's Office will forward it electronically to grants@uwosh.edu. The cover sheet is available in Appendix B at grants.uwosh.edu
2. A copy of the abstract of the proposal that will be submitted to the outside agency.
3. A proposal narrative (maximum of 3 pages) that briefly describes:
 - the project
 - the role(s) of the faculty/staff involved in the project
 - a justification for the matching grant request. This section must directly address criterion 3, above.
4. A copy of the budget and budget justification that will be submitted to the outside agency.
5. An explanation of the Matching Grant budget being submitted to the FDB. Include CAS/reassigned time request and auxiliary support – supplies/materials, travel, student assistance, etc. Delineate the budget by Faculty Development vs. outside agency funding and, for multi-year projects, by year. CAS can only be earned for work conducted during Summer I (payable August 1) or Summer II (payable September 1).
6. For match requests that include release time, a letter from the department(s)/unit(s) chairperson defining and committing department/unit willingness and ability to accommodate the release time.

Final Report

A funded Extramural Matching Grant project is assigned a Final Report due date 30 days after the external grant's closing date. The Final Report consists of evidence from the external granting agency that the project has been successfully closed. Proposers are ineligible for future FDP support if their Extramural Matching Grant project is assigned Past Due status.