

SVSU PROFESSIONAL GROWTH COMPONENTS

What is this for? *Professional Growth* encourages scholarly activities such as pursuit of advanced course work or a degree in the faculty member's own or new discipline(s); retraining to develop a new specialty, such as computer programming; to learn a new research skill, such as oral history techniques; or developing a new pedagogical skill, such as competency-based instruction.

Who is eligible? Proposals are accepted from full-time faculty members on continuing appointment.

The review committee will appreciate the preparation of your proposal as **one document upload** containing the following components:

NARRATIVE

1. **Goals and Objectives:** Describe the plan for professional growth listing your goals, objectives, and anticipated outcomes.
2. **Background and Context:** Describe the relation to teaching, research, and training. Cite relevant references.
3. **Significance and Impact:** Provide a description of the importance of the work and its impact on
 - You, the applicant,
 - Saginaw Valley State University, and
 - Society in general.Describe any special qualifications you have that would be advantageous for project completion.
4. **Timeline:** Include a timeline for the proposed plan. If additional time beyond the proposed time, identify how the remaining time will be obtained and funded.
5. **Describe contingency or alternate plans.**
6. **Evaluation:** Describe how you will assess ongoing project activities to demonstrate that you are making progress in meeting the goals.

BUDGET: Explain how each item requested is essential for successful completion of the project. The following list provides possible uses of the funds; not all projects will use all items listed below.

- Release time is only awarded for a faculty member's assignment in Sponsored Programs for 1 semester for 3 hours of release time to learn the grant process and develop a competitive application.

*Note: Applicants should not request financial support for his or her salary; proposals may request release time for the Fall or Winter semester **of the next academic year**. For example, if you are applying November 15, 2009, the release time will be for the fall 2010 or winter 2011.

- **Travel costs:** Clearly explain the need for the travel as it pertains to your proposed project. Possible costs include flight costs, mileage costs x number of miles, number of trips, hotel costs x number of days, number of days x \$35/day per diem.

Travel, domestic and international, is allowed to research sites, collections, and/or conferences.

To determine the allowable rates, refer to the SVSU Operations Manual at <http://www.svsu.edu/operationsmanual/>

- **Other Costs:** Include tuition, postage, photocopying, and computer software. Explain how these costs support your project.

The maximum amount awarded toward completion of a terminal degree is one-time only award of \$1,000.

This grant award cannot be combined with financial support for proposed *Faculty Research Grant* projects, including release time.

CURRICULUM VITA (two page limit)

Attach a two page curriculum vita that includes your professional experience detailing job experience, research, publications, grants, activities, honors, awards, and committees **that are relevant to the project proposed**.

PREVIOUS FUNDING SUPPORT & PROGRESS REPORTS

The purpose of this section is to demonstrate that 1) as a researcher you complete your work and 2) as a faculty member you are growing professionally. Include the following sections, as appropriate.

- **Prior Internal Funding Support:** List internal grants received from SVSU or prior employer that assisted in your growth professionally in this area. If previous *Professional Growth Grants*, including *Release Time* and

Faculty Research Grants, have been awarded that support this area, attach the one page final project report per award received.

- **Prior External Funding Support:** List all externally funded grants received from federal, state, industry, foundation, or other sources relevant to the project proposed.
- **Future Funding:** The *SVSU Professional Growth Grant* program can assist the PI in establishing a long-term expertise in a particular area. In this section identify external sources and their specific funding competitions (i.e. NIH R01) that fund this type of project. Describe your plans to submit a proposal to these agencies and how the SVSU funding will increase your chances of success.

APPENDIX

The purpose of the appendix is to demonstrate the willingness of other collaborators, support for equipment maintenance from your Dean, use of off-site facilities that is essential to your project completion. When appropriate, include letters from the appropriate people to confirm their commitment of time, support, or facilities use for your project.

NOTE: Professional Growth Grants are one-year awards.

GUIDELINES

- Accounts for monetary awards will be closed on June 30, the project end date. Any funds remaining will be returned to the University.
- Final Reports are due 90 days following the project's end date, usually by September 30.
- An extension for the use of monetary funds may be granted upon request, if extenuating circumstances prevent the faculty member from completing the scope of work in one year and funds remain.
- Faculty who receive approval to extend their project may not apply for or receive another award in the extension year.
- Faculty who have been awarded three unit grants in the last five years are ineligible for additional awards unless they have applied for external funding through Sponsored Programs.

EXTENSION

SVSU Professional Growth Awards are awarded for one year time period from July 1 through June 30. Should a faculty member require additional time to complete their project, the faculty member should request an extension utilizing Sponsored Program's Office. This office is responsible for tracking requests and reporting.

- Step 1: The faculty member may request an extension at any time, but at least 10 days before the grant ends - by June 20 yearly. Faculty should send an email with a one paragraph rationale for the request to Sponsored Programs.
- Step 2: SP → will route your request to your Dean who will verify the work is in progress and needs additional time to be completed, then → your request will be forwarded to the Vice President for Academic Affairs for approval.
- Step 3: You will receive a written response from Sponsored Programs.