

**DRAKE UNIVERSITY**  
**A&S Faculty Development Grant**  
**Proposals for 2024-2025**

**Purpose and General Guidelines**

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The College of Arts & Sciences offers support for research, scholarly work, grant writing, pedagogical development, and creative endeavors. Specifically, the grants provide for three categories of funding:

Submission Deadline: Last Friday in October (October 25, 2024). 2<sup>nd</sup> Round Deadline March 1, 2025

1. *Collaborative Projects (2 @ up to \$2,500 each)*

These grants are available to two or more faculty who are working on a joint project: reading groups, conference planning, curriculum revision and development, and so on. Funds may be used to purchase materials and/or compensate student research assistants.

2. *Teaching/Scholarship/Research Projects (~10 @ up to \$2,000 each)*

These grants provide faculty with support for research, creative activity, writing projects, and pedagogical development. Grants may be used to purchase materials (books, software, permissions, supplies), support project-related travel (libraries, laboratories, archives, sites, etc.), and/or compensate student research assistants.

3. *Professional Activities Small Grant (\$300 each)*

This easy-to-apply-for grant provides funds for faculty to purchase items related to professional activities (e.g., books, software, permissions, instrumentation fees, facility admission, teaching/research supplies, professional memberships, subscriptions, honorariums, publication charges).

**Activities and Materials Supported:**

Funds may be requested for activities and materials necessary to support the proposed research/activities. This includes items such as supplies (including animals), software, travel necessary to conduct research or develop pedagogy, funding for students, and research assistance and other expenses directly related to the project. Student research assistants are currently paid \$15 per hour. These grants **cannot** support faculty stipends, faculty-course reassignment, or travel to present a paper or attend a conference. For conference support, apply for an A&S Faculty Travel Grant.

**Application Guidelines**

Please submit the following:

- 1) A cover sheet (use template).
- 2) Proposal outline (use template for the specific grant for which you are applying).
- 3) Budget proposal must be included for collaborative projects and teaching/scholarship/research projects. **Funds must be spent by the end of the fiscal year (June 30)**. If you are requesting any equipment, be very clear about why it is appropriate to purchase such an item using faculty development funds. Remember that any non-consumable items purchased with university funds – books, instruments, software, etc. – remain the property of the university.
- 4) If requesting student research assistance, provide details about the experiences, responsibilities and the number of hours expected of the assistant.
- 5) If requesting software, show evidence that you have consulted with Clayton Mitchell, Lead Academic Technology Partner.
- 6) Final report must be filed within 30 days of completion of the project to [ask.as@drake.edu](mailto:ask.as@drake.edu) (for grant types 1-2).

**Please submit this proposal electronically.** Please send the proposal and all accompanying documents as a single email attachment to [ask.as@drake.edu](mailto:ask.as@drake.edu). Applications will be reviewed by a sub-committee of A&S Chairs and Directors who will forward their recommendations to the Dean.

A&S Faculty Development Grant Program  
Request for Proposals – 2024-2025

Cover Sheet [*This page must accompany any Proposal*]

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Project title:

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Name(s) of Faculty submitting proposal:

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Department/program of proposer:

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Date submitted:

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Estimated Project Cost:

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Report Filed for Previous FDG:

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I am requesting a (choose one):

- Collaborative Project (up to \$2,500)
- Teaching/Scholarship/Research Project (up to \$2,000)
- Professional Activities Small Grant (up to \$300)

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Project time frame (All funds must be expended by the end of the fiscal year (June 30, 2025):

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Submit the completed proposal *electronically* (as a single attachment, including CV) to [ask.as@drake.edu](mailto:ask.as@drake.edu).

**DRAKE UNIVERSITY  
A&S Faculty Development Grant**

**Proposal Outline for Collaborative Project and Teaching/Scholarship/Research Project Grants**

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Attach the cover page and provide a thorough discussion of your proposed research/project. A suggested outline appears below. Proposals [including budget] *may not exceed 4 single-sided double-spaced pages*.

**I. Abstract**

Succinctly explain, in one paragraph (100 words), what is to be done and what result can be expected.

**II. Statement of the Project**

Define the nature of the scholarly or creative issue or problem to be pursued. Since most of the reviewers do not have expertise in the field of the grant writer, it is crucial that the nature of the problem and its importance in the field be clearly articulated. Include in this section a rationale as to why the solution to the problem or the product to be created is both reasonable and deserving of financial support. Include a statement, if relevant, of how results/findings will ultimately be evaluated and possibilities for publication or performance. (Remember you are writing for colleagues, but not experts in your area, so keep the rationale geared toward that audience.)

**III. Proposed Outcomes**

Clearly state anticipated outcomes of the project. This section should be brief.

**IV. Strategy and Methods**

What is the proposed strategy, methodology, and/or technique? Present a project timetable.

**V. Current and Future Funding**

Is the proposed project supported by other funds? Is there a plan for continuation of the project beyond the grant period? List all current and pending grants on which the grant writer is a Principal Investigator.

**VI. Budget and Justification**

Completed budget form (copy attached).

**VII. Support Information**

Attach Proposer's CV (not to exceed 5 pages).

**VIII. Final Report**

A written report describing the outcome of the scholarly or creative work must be submitted within 30 days of the completion of the project to [ask.as@drake.edu](mailto:ask.as@drake.edu).

**DRAKE UNIVERSITY  
A&S Faculty Development Grant**

**Request form for Professional Activities Small Grant (up to \$300)**

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Attach the cover page and provide brief answers to the four questions below.

1. What do you plan to purchase?
2. How is this purchase related to your professional activities?
3. What is the cost (and vendor) for the item(s) you'd like to purchase?
4. When is the item(s) needed?

You do not need to attach a budget form or CV for the Professional Activities Small Grant proposal. Just send the cover sheet page and this page (with answers to questions above) as a single electronic document to [ask.as@drake.edu](mailto:ask.as@drake.edu).

**DRAKE UNIVERSITY  
A&S Faculty Development Grant**

**Proposed Budget for Collaborative Project and Teaching/Scholarship/Research Project Grants**

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	REQUESTED FUNDS
1. PERSONNEL	
A. STUDENT(S)	\$ _____
(See HR <a href="#">Guidelines on Student Worker Classifications and Pay</a> )	
B. CONSULTANTS/CONTRACTUAL	\$ _____
C. OTHER ASSISTANCE	\$ _____
2. SUPPLIES/MATERIALS	\$ _____
3. EQUIPMENT	\$ _____
4. IT/SOFTWARE	\$ _____
5. TRAVEL	\$ _____
6. LODGING	\$ _____
7. OTHER (ITEMIZE)	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>