



Cuesta College Staff Development Committee Faculty Enrichment Grants

In an effort to provide opportunities for faculty to enrich the instructional program, faculty enrichment grants are available.

Cuesta College Foundation Faculty Grants

The purpose of faculty enrichment grants is to 1) recognize and support faculty projects, which advance college goals; and 2) support innovation in instruction and services. \$7500 is available to be awarded for the 2007-2008 academic year.

The application deadline is Monday, April 3, 2008.

Procedures and Policies:

Faculty Enrichment Grants allow faculty to create materials, develop programs or conduct classroom research to enhance teaching and learning, thereby contributing to the enrichment of the entire college community. The Senate Subcommittee on Faculty Professional Development, along with the Director of Professional Development, is responsible for screening grant applications and recommending grant recipients, to June Stephens, Executive Director Foundation/Advancement.

A. Application Guidelines

1. Applicants can be regular or temporary faculty members. Applicants must be employed with the college during the academic year that the grant is funded.
2. Individual applicants can submit more than one grant application.
3. Applications for Faculty Enrichment Grants must be submitted by the deadline indicated above.
4. The proposed project should aim to serve a large segment of the college community by addressing goals and objectives in the College Plan.
5. All materials produced through Faculty Enrichment Grants become the property of Cuesta College.
6. All applicants who are funded will be asked to write an abstract about their project for the Communicator and will be asked to conduct a flex workshop/activity about their project(s).
7. Projects must be above-and-beyond what is expected for normal class preparation.

B. Grant Assistance

1. The Academic Senate President along with the Director of Professional Development will be available to answer questions and to assist applicants. Please contact Allison Merzon ext. 2711 / e-mail (amerzon@cuesta.edu) or Devon Hodgson ext. 3989 / e-mail (devon_hodgson@cuesta.edu) for help.

C. Procedures

The Senate Subcommittee on Faculty Professional Development, along with the Director of Professional Development will screen grant applications, conduct interviews (if necessary), and recommend recipients and the amount of funding to be awarded. Applications are usually placed into the following three categories:

- Unacceptable applications/proposals
- Approved applications/proposals
- Needs to be clarified (if proposal is unclear)

If the total amount of funds available is less than the total funds requested, the committee may recommend reducing proposed project scope and or budget; however, any proposed funding reduction will be reviewed with the applicant since the scope of the proposal by be affected.

The Senate Subcommittee on Faculty Professional Development, along with the Director of Professional Development may find applications unacceptable for the following reasons:

- The proposed project does not contribute significantly to any part of the College Plan.
- The scope of the proposed project is too narrow.
- The cost of the proposed project is too high.
- Other funding sources are available through the college.
- The applicant has been previously funded on numerous occasions.
- The proposed project falls within the applicant's regular assignment.

Applicants who are rejected will be notified.

D. Procedures for Applications Recommended for Funding

1. Applications which are recommended for funding, by the Senate Subcommittee on Faculty Professional Development, along with the Director of Professional Development, will be sent for approval to the Executive Director Foundation/Advancement. The recipients will be notified as soon as possible following approval.
2. The recipient must sign a contract with the Foundation office.

E. Reports

1. After completion of the project the faculty member(s) must submit a brief written final report to the Foundation.
2. The grant recipient(s) must give a presentation at the College Foundation Board of Directors May meeting.
3. If the faculty member cannot complete the project s/he must inform The Senate Subcommittee on Faculty Professional Development, Director of Professional Development, and the Executive Director Foundation/Advancement.

Faculty Enrichment Grant Application

Application Instructions:

Type or Print legibly in ink all the information that applies to your proposal for funding.

A. Faculty Member (s) involved in the Project:

Name(s) Division(s) Extension(s)

B. Project Title:

C. Abstract: (one paragraph)

D. Project Narrative: (Attach a narrative, maximum of two pages. Describe your project. List specific objectives to be accomplished and a schedule of anticipated dates for completion).

E. Dissemination of Project Outcome: (Describe how the outcome of your project will be made available to others on campus).

F. Evaluation of Progress: (Describe how you will measure the success of the project).

G. Describe any special technical support your project will require.

H. Budget: (Cost breakdown including materials/supplies; printing/duplicating; travel; and any other costs).

I. Approvals: (The completed application including the budget must have the approval (signatures) of the division chair and the Dean.)