

Updated 6/8/18

**UNIVERSITY OF HARTFORD**

WALTER HARRISON FACULTY DEVELOPMENT GRANTS

2019-2020

PROPOSAL GUIDELINES  
AND  
APPLICATION FORM

**DEADLINE:**  
**4:00 p.m., Monday, February 25, 2019**

If you have any questions about the Harrison Faculty Development Grants, please contact T. Stores, Assistant Provost and Dean of Faculty Development, at: [stores@hartford.edu](mailto:stores@hartford.edu) or at extension 4504.

# **Guidelines for the Harrison Faculty Development Grants**

## **PURPOSE**

The Harrison Faculty Development Grants (HFDG) are intended to serve the needs of mid to late career faculty and the University of Hartford by supporting significant scholarly efforts. These efforts should advance the career of the faculty member, raise the profile of the institution, and advance the mission of the University of Hartford.

## **AWARD DESCRIPTION**

The maximum award is \$8000.00. Each year preference for one award will be for a project in the Scholarship of Teaching and Learning. Funds may be used for purposes consistent with the activities of the grant, including but not limited to:

- Course releases
- Conference expenses
- Technology expenses not supported by other means
- Software purchases
- Student research assistants
- Statistical/ Data Analysis consultant

## **HARRISON FACULTY DEVELOPMENT FUND REVIEW COMMITTEE**

The review committee will be chaired by an Assistant Provost and will consist of the Chair of the Faculty Senate Awards and Nominations Committee; at least one recent winner of the Tonkin or Larsen Award (invited by the Provost); and three Full Professors appointed by the Provost. No more than one member of the committee can be from any of the schools and colleges. Every effort will be made to balance the committee with regard to race, gender, and disciplinary expertise.

## **SELECTION PROCESS AND CRITERIA**

Harrison Faculty Development Grants are awarded by the Provost upon recommendation by the Review Committee. Criteria used in evaluating proposals include:

- Potential to advance the faculty member's career
- Potential to raise the public profile of the institution
- Consistency with the mission of the university and college
- Clarity and coherence of the proposal
  - Clear goals
  - Verifiable outcomes
  - Clear methods of assessing success
- Probability of achieving project outcomes
- Budget justification
- Qualifications of the applicant for implementing the project

## **PROPOSAL PROCESS AND SUBMISSION DEADLINE**

Proposals should be submitted via email in PDF format to stores@hartford.edu

Applicants must also be sure that their Dean and Department Chair email their approval of the application. These emails must cover the following points:

- General support of the application
- A statement that the application does not violate the University of Hartford Financial Conflict of Interest Policy
- If the faculty member is requesting release time during the regular academic year, approval of the release
- If internal university support beyond the award is to be provided, assurances of this support must be detailed

**All materials and supporting emails must be received by 4:00 p.m. on February 25, 2019**

## **ELIGIBILITY**

Individuals eligible for an award must be full-time faculty of the University of Hartford who have been awarded tenure or, in the case of ETC or Clinical/Applied faculty, passed the comprehensive review.

Faculty members may not receive a Harrison Grant in conjunction with a Sabbatical Leave or a Coffin Grant. Faculty members are welcome to apply for all three of these funds but may accept only one.

Prior winners of a Harrison Faculty Development Grant must wait five years from the year of the award to again apply and be considered.

## **DURATION OF GRANT**

Grants are awarded for one fiscal year. Unless approved otherwise, all funds must be expended and activities (including travel) completed by June 30, 2020. Expenditures must be carried out in a manner consistent with the financial policy of the University of Hartford and the University's fiscal year-end closing schedule; please be aware that deadlines for equipment and other purchases occur well before June 30. As a general guideline, Purchase Requisitions have a deadline in mid-May, and P-Card charges should be submitted by mid-June. Fiscal year end deadlines are posted in May of each year in UNotes with the exact processing deadlines for the respective fiscal year. Special circumstances for expenses or activities that occur outside of the fiscal year of the award need to be made clear in the application.

## **PROPOSAL FORMAT**

Submit all materials as a single PDF file.

Cover Page: Provide the requested information and signatures.

Project Description:

The narrative should be as complete as possible but limited to necessary and relevant material, and written in a clear and straightforward style. Indeed, it should be written to be understood by a review committee composed of faculty who may lack technical expertise in the specific project area. The description should contain the following elements:

- Goals:
- Methodology (if applicable):
- Desired Outcomes:
- Measures of Success:
- Impact on:

- Students
- Your career
- Other faculty members
- Audiences outside the university
- Additional Information (no more than five pages)

**Budget Summary and Justification:** All cost categories requested should be clearly identified and justified and cost calculations shown.

**Part-time Faculty Replacement Costs** (List each course.)

**Other Salaries:** (List individually and identify type of personnel.)

Faculty Travel: Faculty travel in the pursuit of scholarly activities should be thoroughly explained, including its relationship to the project. The necessity for execution of the work at a location other than at the University of Hartford should be clearly documented. If travel funds are requested for collaboration, be very specific about why it has to be done in person and not by e-mail or fax. The location, duration, itinerary, and projected costs of the travel should be stated.

Equipment: Equipment is generally classified as property that costs more than \$1,000 per item and has a life of more than three years. Equipment must be justified in terms of amount of usage on the proposed project. All equipment items must be listed individually with estimated costs. Equipment or software purchased with Harrison Faculty Grant funds remains the property of the University at the conclusion of the grant period.

Supplies and Other Operating Expenses: All items should be listed and costs shown.

Funds from Other Sources: The source and the amount of any funds (University or outside) applied for or awarded for this project must be identified and explained. If internal university support beyond the award is to be provided, assurances of this support must be detailed in the emails from the Chair, the Dean, or other unit head.

**Qualifications:**

The application should also address the applicant’s qualifications and why he/she is the person to complete the project. Such qualifications can include descriptions of the applicant’s previous work in the field, the applicant’s professional contacts who can provide access to critical resources or who can serve as collaborators, letters of interest from publishers, etc

**Curriculum Vitae:** Provide a copy of your current curriculum vitae, highlighting publications or scholarly works particularly relevant to this proposal.

**Internal Grant History:** Please list on this page any University of Hartford Greenberg Junior Faculty Grant, Coffin Grant, or Summer Stipend proposals funded within the last five years with a brief description of the outcome of the work. Include any external grant activity as well.

**Conflict of Interest form:** Please review the University’s financial conflict of interest policy (in the “Additional Information” section of the Faculty Policy Manual) and complete the attached conflict of interest disclosure form. The Provost will review and sign it if the proposal is recommended by the Review Committee for award.

**Follow-up Requirements:** Receipt of this application from the applicant’s email address will indicate his/her agreement with these requirements:

**Report:** The project director will provide the Assistant Provost with a short report by August 31, 2020. This report should explain briefly and in layperson's terms what work was done, what results were obtained, what publications or presentations of the work resulted or are planned, and what grant applications are planned. This information will be incorporated into an annual report by the Provost's Office showing the uses made of the funds. Such information is essential to the continuing availability and possible augmentation of such funds.

**Acknowledgements:** Any publication resulting from the project supported by funds from a Harrison Faculty Development Grant shall include the following statement: "This work was supported in full or in part by a University of Hartford Harrison Faculty Development Grant. This support does not necessarily imply endorsement by the University of Hartford of project conclusions."

**Proprietary Information:** The applicant agrees to allow his/her funded proposal, unless it contains proprietary information, to be reviewed as an aid to future applicants.

# UNIVERSITY OF HARTFORD

## HARRISON FACULTY DEVELOPMENT GRANT

### Cover Page

**Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Proposal Title:** \_\_\_\_\_

**Abstract:** *(Brief description of the project. Do not exceed space provided.)*

**This proposal requires (check if applicable):**

- \_\_\_ Equipment, facilities, human resources, or services not currently available or budgeted herein.
- \_\_\_ Use of Human Subjects, approved by Human Subjects Committee (HSC) Date : \_\_\_\_\_
- \_\_\_ Use of Lab Animals, approved by Institutional Animal Care & Use Committee (IACUC) Date:: \_\_\_\_\_
- \_\_\_ Release Time During the Academic Year expressed as \_\_\_ number of courses or number of \_\_\_\_\_ contact hours.

**Email validation for the following should be sent to T. Stores, Assistant Provost and Dean of Faculty Development, at [stores@hartford.edu](mailto:stores@hartford.edu) (Reminder checklist):**

- \_\_\_ Approval of the application of the faculty member from the Department Chair (if applicable) and the Dean
- \_\_\_ Any request for release time during the regular academic year must be noted specifically from the Chair and Dean.
- \_\_\_ Endorsement of additional internal university support beyond the award (if needed), to include academic unit of support, from the Chair, the Dean, or other unit head.

**PROJECT DESCRIPTION:**

Goals:

Methodology (if applicable):

Desired Outcomes:

Measures of Success:

Impact on:

- Students
- Your career
- Other faculty members
- Audiences outside the university

Additional Information (no more than five pages)

**BUDGET JUSTIFICATION:** Please itemize and justify each category of the expenses to the grant. Continue on an attached sheet if necessary. See Guidelines for Proposals, p. 2 for details.

**Qualifications:**

**CURRICULUM VITAE:** Please provide a copy of your current curriculum vitae. Please highlight the publications or scholarly works that are particularly relevant to this proposal.

**INTERNAL GRANT HISTORY:** Please list below any Greenberg Junior Faculty Grant, Coffin Grant, or Summer Stipend proposals funded within the last five years with a brief description of the outcome of the work. Include any external grant activity as well. Use a continuation page if necessary.

