**College of Professional Studies**

**Internal Grants Program for Scholarship**

**2011-12 GRANT GUIDELINES**

Revised: 9/07/11

The Dean of the College of Professional Studies (COPS) has established a scholarship grant program available to all faculty and department heads. The definition of “scholarship”, for the purposes of these grants, is most closely aligned with Boyer’s concept of scholarship. The program’s purpose is to complement and possibly supplement other sources of funding available to all COPS faculty and department heads. Grant proposals will be evaluated by a grants committee (**GC**) established by the Dean. Individuals or groups may make applications, with the latter category coming from within or across departments in the college. Although group members may be from outside COPS, grant monies are only awarded to within-college individuals. At its discretion, the **GC** may return a grant to the applicant (s) for revision.

Pending funding, grants to individuals and groups may be awarded for any amount up to $5,000 for the duration of the grant. There is a total of $35,000 available for this grant cycle. Funds may be allocated for needed materials, travel, conference fees or other associated expenses consistent with university reimbursement and purchase policies. However, funds may not be used to bring in outside speakers, support colloquia or costs associated with consulting. The **GC** will review each budget request to assure appropriate project costs.

These grants are for activities related to any of the four areas of scholarship as identified by Boyer: discovery, integration, application, and teaching.

**Guidelines for Proposals**

Proposals will be evaluated according to the project’s likelihood of yielding data or conclusions that will have a meaningful academic or curricular impact related to scholarship. The **GC** will review proposals and advise the Dean.

The following restrictions/requirements govern proposals:

* Preference will be given to projects that will lead to a publication or a professional presentation or that will achieve a clearly stated and well-defined goal for the professional development of the COPS faculty member. Preference will be given to projects that result in peer review.
* Preference will also be given to projects that explore the Scholarship of Teaching - the study of teaching models and practices to achieve optimal learning. This includes, but is not limited to learning theory through classroom research, the development and testing of instructional materials and overall program-level outcome assessment.
* Funds may be used to hire student employees, however the amount will be determined by hours requested. Established hourly student wage restrictions and hiring rules are established by the Controller’s Office.
* Expenses will be funded as incurred; compensation for student workers will be paid bi-weekly.
* The final report will be a copy of the document submitted for publication; a copy of the conference program and a copy of the presentation; or, some other tangible project exhibit.

**Application Format**

Please provide the information listed below, in order, as an email attachment to [dkapla@nmu.edu](mailto:dkapla@nmu.edu) & [crobare@nmu.edu](mailto:crobare@nmu.edu).

**Cover Sheet-** (one-page)

Department or program name

Names of faculty, or administrator making the proposal

Project title

Date project will begin

Target date for submission of final report

Total Funds requested

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**Abstract-** (200 words max) Must include how results will be disseminated and used

**Project Description-** Two (2) pages of text max, not including cover sheet, abstract, budget sheet, DH support letter and references if applicable. (12 pt. Times New Roman, double-spaced is preferred)

**Budget Sheet-** Provide a brief description of how funds will be used (use of a simple single page budget table to supplement the description is encouraged)

**DH Support Letter-** The letter of support from your department head will address the concept of scholarship and will indicate what departmental resources, financial or other, will be committed to the project. In the event of more than one grant request from within a department, the department head will provide the **GC** with a ranking of preference.

**Deadlines**

**Submission Date: 10/21/11**

**Decision Date: 11/11/11**

**Final Report Due By: End F12**

**Send the grant application electronically to both**:

[crobare@nmu.edu](mailto:crobare@nmu.edu) **and** [dkapla@nmu.edu](mailto:dkapla@nmu.edu)