

# FACULTY DEVELOPMENT AWARDS PROPOSAL WORKSHOP 2024

1. Award types
2. Format
3. Evaluation Criteria

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# Award Types

# FACULTY DEVELOPMENT PROGRAM – 3 AWARD TYPES

## ■ Sabbatical Leave:

- Goal: Promote professional growth and effectiveness of faculty by enabling more time to be spent on scholarly activity (research, advanced study, or artistic performance) with academic objectives
- Duration: 1 semester (full salary) or 2 semesters (65% salary)

## ■ Summer Fellowship:

- Goal: Support professional development activities by providing (partial) summer salary
- Duration: 2 months during the summer; \$6000

## ■ Project Grants:

- Goal: Provide funds to cover non-salary-related financial needs for sabbatical leaves, summer fellowships, and other academic endeavors
- Duration: Up to one year between May 1 and the following June 30; up to \$6000

# EVERYTHING YOU NEED TO KNOW...

Check out the Benefits Committee Website  
Go to.... Faculty Senate->Committees-  
>Benefits Committee

<https://inside.nku.edu/facultysenate/committees/benefits.html>

# Format / Instructions

# PROPOSAL FORMAT

- Download cover page template AND Instructions Page which includes “Proposal Body” & “Appendices” sections instructions. Found on the Benefits Committee webpage
- Proposals have 3 parts
  - Part I: Cover Page – use template from website
  - Part II: Proposal Body - see instructions page for details
  - Part III: Appendix - see instructions page for details
- E-mail proposal parts as an attachment(s) to Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu)) by 4:30pm on the First Tuesday in October

# Part I: Cover Page



# PART I: COVER PAGE

## Content

1. Type of Faculty Development Award
2. Applicant Information
3. Requested Leave Period (*Sabbatical only*)
4. Other Current FDA Award Applications
5. Title of Project
6. Amount Requested (*Project Grant only*)
7. Short Project Description
8. Electronic Signature

*Format varies slightly among award types... (see Instructions Handout)*



# PART I: COVER PAGE

## 1. Type of Award:



Indicate Faculty Development Award Type:

- Sabbatical Leave
- Summer Fellowship
- Project Grant

# PART I: COVER PAGE

## 2. Applicant Information – All Award Types



### Name and contact info:

- Name
- Department
- Office
- Office Phone
- E-mail address

Format varies slightly among award types

# PART I: COVER PAGE

## 2. Applicant Information – Additional Sabbatical



### **For Sabbaticals only:**

- Full-time appointment date
- Dates of previous sabbaticals

### **NEW: Sabbaticals**

- Date of initial appointment to full-time tenure-track faculty status:
- Date(s) of previous sabbatical leave(s):
- Type(s) of previous sabbatical leave(s) (FDA or Re-entry):

# PART I: COVER PAGE

## 2. Applicant Information – Additional Summer Fellowship



### **NEW: Summer Fellowship**

- Tenure Status (Tenure-track or Tenured):
- Faculty Rank (Lecturer, Assistant Professor, Associate Professor, Full Professor):
- Date of Most Recent Summer Fellowship Award:

# PART I: COVER PAGE

## 2. Applicant Information – Additional Project Grant



### **NEW: Project Grant**

- Tenure Status (Tenure-track, Tenured):
- Faculty Rank (Lecturer, Assistant Professor, Associate Professor, Full Professor):

# PART I: COVER PAGE

## 3. Requested Leave Period (Sabbatical only)



Indicate either:

- Full academic year OR
- Semester (Spring or Fall & Year)

# PART I: COVER PAGE

## 4. Other Current FDA Award Applications



**Identify/List other related Faculty Development Award Applications/Proposals being considered for current year**

# PART I: COVER PAGE

## 5. Title of Project



**Always Remember to Include Your Project Title**



# PART I: COVER PAGE

## 6. Amount Requested (Project Grant only)



**How much will you need?**

# PART I: COVER PAGE

## 7. Short Project Description:



**Provide Brief Overview**

- Like an abstract
- 200 word maximum!

# PART I: COVER PAGE

## 8. Electronic Signature



- Be sure to Sign Your Cover Page!



# Part II: Proposal Body

The proposal has to convince the reviewers  
that the project is...

**...original...    ...relevant...**

**...new...    ...feasible...**

**...conductable by applicant...**

**....good administered.**



## PART II: PROPOSAL BODY

- **Dimension 1: Overall Quality**
- **Dimension 2: Value**
- **Dimension 3: Diligence**

**(9 page limit)**

# PART II: PROPOSAL BODY

## Dimension 1: Overall Quality

Proposals will be evaluated on the following:

- Meets the purpose of the program (a1, a2)
- Follow the requested format (b1)
- Address all requirements of the application (b2)
- Present logical, reasoned argument (b3)
- Effectively convey project information in a manner that those outside one's own academic discipline are able to understand (d1)

*Additionally, the Detailed Project Description criteria will be evaluated as part of the overall quality.*

# PART II: PROPOSAL BODY

## *Detailed Project Description*

1. Background
2. Importance
3. Goals/Objectives
4. Procedures
5. Timeline (*Sabbaticals & Fellowships*)
5. Detailed Budget (*Project Grant only*)
6. References
7. Outcomes (SMART)
8. Criteria
9. Urgency

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **1. Background**

- Introduces the project topic - provides an overview/ description of the topic being explored
- Summarizes/discusses relevant and prior investigations
- Identifies a problem or unresolved issues that the current research/project will address

Be sure to present sufficient background information (*b4*) ...

**This section should include in-text reference citations**



# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **2. Importance**

- *Why is the topic/issue/project important to address?*
- *Why is the topic/activity worth studying/exploring/completing?*
- *Why is the equipment or time needed?*

**This section may also include in-text citations**

# PART II: PROPOSAL BODY

## *Detailed Project Description*

### **3. Goals/Objectives**

- *What questions will you answer?*
- *What are the objectives of the project?*
- *What do you hope to learn as a result of the project?*
- *What do you hope to accomplish as a result of the project?*

# PART II: PROPOSAL BODY

## Detailed Project Description

### 4. Procedures

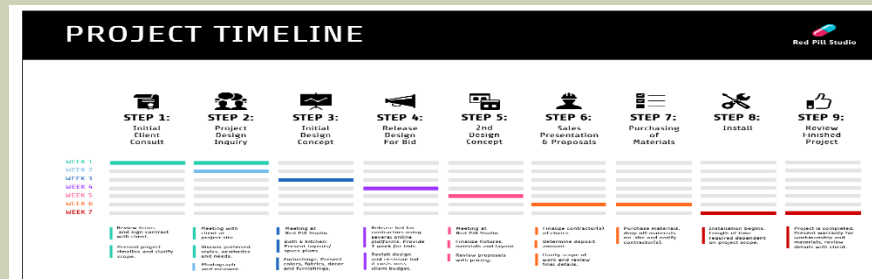
- *Who or What was involved?*
- *What will you do? (methods or techniques used)*
- *What materials will be used?*
- *Where will the project take place?*

# PART II: PROPOSAL BODY

## Detailed Project Description

### 5. Timeline (Sabbatical & Fellowship)

- *When will the project start?*
- *What are the projected dates of the project / activity milestones?*
- *When will you complete the project?*



# PART II: PROPOSAL BODY

## Detailed Project Description

### **5. Budget (Project Grants)**

- *What are you planning to purchase?*
- *How will the funding be used?*
- *How much is each item?*
- *When will funds be used... Projected dates?*
- *Justify each line item*


# PART II: PROPOSAL BODY

## DETAILED BUDGET AND JUSTIFICATION... (Project Grant Only)

No specific requirements for format, but complete information for each item includes

1. Name of item
2. Brief description of the item
3. Cost
4. Justification/explanation why it is needed for the project

EXPENSE CATEGORIES	MONTH	ACTUAL EXPENSE 2019	PROJECTED EXPENSE 2020	ACTUAL EXPENSE 2020
Office Supplies	January	\$10,000	\$11,000	\$15,000
Salary	January	\$50,000	\$45,000	\$45,000
Advertising	January	\$5,000	\$6,000	\$7,000
Canteen Expense	January	\$7,000	\$6,500	\$7,000
<b>Total</b>		<b>\$72,000</b>	<b>\$68,500</b>	<b>\$74,000</b>



Most common **pitfall**: not providing justification.

# PART II: PROPOSAL BODY

## Detailed Project Description

### 6. References

- *List References Cited throughout document*
- *Use a professional format (i.e., APA, AMA)*

***NOTE: In-text citations and references should follow discipline-appropriate, academic standards***

# PART II: PROPOSAL BODY

## Detailed Project Description

### 7. Outcomes

- List the tangible things you will accomplish by completing the project
- Use SMART Goals

**S** **M** **A** **R** **T**

**SPECIFIC**  
Be clear and specific so your goals are easier to achieve. This also helps you know how and where to get started!

**MEASURABLE**  
Measurable goals can be tracked, allowing you to see your progress. They also tell you when a goal is complete.

**ACTIONABLE**  
Are you able to take action to achieve the goal? Actionable goals ensure the steps to get there are within your control.

**REALISTIC**  
Avoid overwhelm and unnecessary stress and frustration by making the goal realistic.

**TIMEBOUND**  
A date helps us stay focused and motivated, inspiring us and providing something to work towards.

**SMART GOALS EXPLAINED**

THE COACHING TOOLS COMPANY.COM

**Smart Goals**

**S SPECIFIC:** Answers the who, what, where and when of the goal.

**M MEASURABLE:** Creating milestones within your SMART goal to track progress.

**A ATTAINABLE:** Determine if the goal is realistic or just a dream.

**R RELEVANT:** Consider whether this is worth your time and relevant to your life.

**T TIME-BOUND:** It must have a timeline and a deadline.



# PART II: PROPOSAL BODY

## Detailed Project Description

### 8. Criteria

- *How will you know that you were successful?*
- *State fair criteria for evaluating success?*

Common **pitfalls**:

1. Not identifying evaluation criteria
2. Not providing tangible goals/outcome... e.g. “improving my understanding of \_\_\_\_\_” is (usually) not a measurable result

# PART II: PROPOSAL BODY

## Detailed Project Description

### 9. Urgency

- *Why do you need to complete the project at this time?*
- *Why is time of the essence?*
- *Why do you need the funding?*

# PART II: PROPOSAL BODY

## Dimension 2: Overall Value

*Value will be evaluated on the utility, merit, worth or advancement the project provides for:*



- 1. Professional Growth and Status*
- 2. Teaching and Students*
- 3. Scholarship and the Scholarly Community*
- 4. The University*
- 5. The Non-Academic Community*

# PART II: PROPOSAL BODY

## Overall Value

### **1. Professional Growth and Status**

- a. How will the project help you grow & develop professionally?*
- b. How will the project help you advance in rank, position or status?*

# PART II: PROPOSAL BODY

## Overall Value

### 2. Teaching and Students

- a. How will the project help you develop academically?*
- b. Will the project improve your faculty effectiveness?*
- c. Will the project help with coaching and mentoring students?*

# PART II: PROPOSAL BODY

## Overall Value

### **3. Scholarship and the Scholarly Community**

- a. How will the project advance ongoing scholarly research or creative activities, advanced study or artistic performance?*
- b. What is the potential impact on scholarly community?*

# PART II: PROPOSAL BODY

## Overall Value

### 4. The University

- a. *How will the project advance or develop community reputation for the University?*
- b. *How will the project advance or develop regional or national reputation for the University?*

# PART II: PROPOSAL BODY

## Overall Value

### 5. The Non-Academic Community

- a. *How will the project impact the general, public?*
- b. *How will the project impact the public sector, government, education or social service community?*
- c. *How will the project impact the private sector, business, commercial, retail or industrial community?*

Must include **at least one** of the above



# PART II: PROPOSAL BODY

## OVERALL VALUE

### Overall Value



#### Tips:

1. Don't assume value of the project to any of area is obvious – be sure to spell it out.
2. The benefit of your project to some of the areas may not be obvious even to you – think creatively of the benefits and tweak your project if appropriate
3. This is a another place you could address urgency

# PART II: PROPOSAL BODY

## Dimension 3: Diligence

**Diligence is the ability to demonstrate careful and persistent effort related to the project. Diligence will be evaluated based on:**

- 1. Applicant Background*
- 2. Other Support, Funding and Commitments*

# PART II: PROPOSAL BODY

## Diligence

### 1. Applicant Background

- a. *Is the applicants goal statement attainable?*
- b. *Has the applicant provided examples of relevant research, education, teaching experience to support completion of the project?*
- c. *Have previous successes / accomplishments (e.g., publications, presentations, references, creative activities, grants, ect.) been noted and when appropriate provided as support documents?*

**Tip:** Make the case that you will successfully accomplish the proposed work.

# PART II: PROPOSAL BODY

## Diligence

### 2. Other Support, Funding and Commitments

- a. *Did you discuss your evidence of support (e.g., letters from Dean/Chair, colleagues, etc.)?*
- b. *Did you discuss Intra or Extramural support for the project or lack thereof?*
- c. *Did you include all supplemental funds you may have received or investigated in relation to the project?*
- d. *Did you list current or other potential commitments (from NKU or other)?*

# PART III: PROPOSAL BODY

## OTHER SUPPORT AND COMMITMENTS

### 2. Other Support, Funding and Commitments

#### Purposes:

1. Identify funding for the project/activity from external sources and/or from NKU → this helps determine if the applicant has the necessary resources to carry out the proposed work
2. Identify activities or other support provided by collaborators that are necessary for accomplishing the proposed work
3. Related to assessment of whether or not applicant has resources needed to accomplish proposed work

Special for *Project Grant* proposals: funds for travel are expected to come (at least in part) from the department. Availability of dept. travel funds should be described.

# Part III: Appendix



# PART III: APPENDIX

The following Appendices should be included and labeled:

1. Supporting Documentation
2. Vita
3. Previous FBC Awards
4. Internal Support (will be provided to Benefits separately)

**(no page limit)**

# PART III: APPENDIX

## 1. Supporting Documentation

- a. Letters of support from collaborators*
- b. Letters of Interest/Commitment from publisher*
- c. Other Supporting documentation*
- d. References / bibliography used may be placed here if close to 9 page limit*



# PART III: APPENDIX

## 2. Vita

- a. Include a modified version of your vita that is relevant to the proposal*
- b. No format specified*
- c. Maximum length = 3 pages*

Common **pitfall**: exceeding the 3 page limit.

# PART III: APPENDIX

## 3. Previous Faculty Development Awards (FDA)

- a. *List by year in reverse chronological order*
- b. *Include all Previous FDAs*
- c. *For each award, provide a statement about the outcome of the award*
  1. *Provide a copy of the completion form (final report OR statement of the outcome of the FDA)*
  2. *For sabbaticals, note how you provided an “opportunity for others at NKU to learn about results”*

***NOTE: If you have not completed “reports” for past FDAs, you are NOT eligible for an award.***

# PART III: APPENDIX

## 4. Internal Support

- a. *Dean Letters for Sabbaticals*
- b. *Chair Letters for all FDAs*
  - 1. *Evaluated on the level of support*
  - 2. *Evaluated on merit of the proposal*

# Evaluation Criteria

# EVALUATION SCORING FORM

Format varies slightly among award types

General comments:

- Based on evaluation criteria in the Faculty Handbook
- Intended to make evaluation less subjective
- Updated documents better align with requirements

**Tip:** Use Evaluation Scoring Form as a guide for what to include in your proposal.

# EVALUATION CRITERIA FROM HANDBOOK

## 11.4.4. Evaluation

- a) How well the proposal meets the purposes of the program for which application is made;
- b) The overall quality of the proposal;
- c) The urgency of the project to be undertaken;
- d) The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;

(Continued on next slide)

# EVALUATION CRITERIA FROM HANDBOOK

- e) The value, utility, merit or worth of the project (i.e., value to: applicants growth & professional status; teaching responsibilities and students; scholarship/creative activity and scholarly community; University, non-academic community)
- f) The probability that the project will be carried out (to be measured in terms of the applicant's background,
- g) Previous success, and attainability of the goals stated;
- h) Investigation of alternative funding sources;
- i) Inclusion of Support Documents

**Quality (a-d) = 50%; Value (e) = 30%; Diligence (f-h) = 20%**

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
- b. Overall quality
- c. Urgency of project
- d. Ability to communicate to non-specialists
- e. Value to applicant, students, university, non-academic community
- f. Probability of success
- g. Previous Success
- h. Alternative funding sources
- i. Support Documents

**Criteria are organized into three dimensions on the evaluation score sheet**




# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program 
- b. Overall quality 
- c. Urgency of project 
- d. Ability to communicate to non-specialists 
- e. Value to applicant, students, university, non-academic community
- f. Probability of success
- g. Previous Success
- h. Alternative funding sources
- i. Support Documents

**Dimension 1  
Overall Quality**

**50%  
of total score**



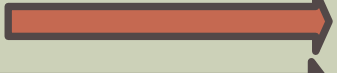

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
  - b. Overall quality
  - c. Urgency of project
  - d. Ability to communicate to non-specialists
  - e. Value to applicant, students, university, non-academic community
  - f. Probability of success
  - g. Previous Success
  - h. Alternative funding sources
  - i. Support Documents
- 

**Dimension 2  
Overall Value**

**30%  
of total score**

# NUMERICAL SCORE FROM EVALUATION CRITERIA

- a. Suitability for award program
- b. Overall quality
- c. Urgency of project
- d. Ability to communicate to non-specialists
- e. Value to applicant, students, university, non-academic community
- f. Probability of success 
- g. Previous Success 
- h. Alternative funding sources 
- i. Support Documents 

**Dimension 3  
Applicant  
Diligence**

**20%  
of total score**

# EVALUATION SUB-CRITERIA

## Tip:

Include information evaluated in sub-criteria in appropriate parts of the proposal.

- Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5 or NOT Applicable.

## Common Pitfalls:

1. Not including information requested in sub-criteria.(Some sub-criteria evaluate inclusion of information not directly requested in the proposal format.)
2. Not mentioning a requirement. (If something does not apply to your proposal note this. Leaving it off without acknowledgement will result in a lower score.)

# EVALUATION SUB-CRITERIA

## EXAMPLE: SUB-CRITERION B

Each criterion from handbook has at least one sub-criterion in the form of a statement that is given a score from 1 to 5 OR Not applicable.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
1	2	3	4	5	N/A

*E.g.* Criterion B: Overall quality of the proposal

This proposal...

b1. Follows the requested format

b2. Addresses all requirements of the application

b3. Presents a logical, reasoned argument

..... (many others... be sure to address ALL)

# EVALUATION SUB-CRITERIA

## EXAMPLE: SUB-CRITERIA C

*E.g. Criterion C: The urgency of the project to be undertaken*

This project clearly explains that it...

- c1. Requires time-sensitive efforts and action by the applicant
- c2. Addresses an urgent need or pressing problem

**Note the two meanings of urgency:**

- 1. A need to be done in a timely manner**
- 2. A need to be done because of importance**

**QUESTIONS?**