

2009-10 Strategic Academic Initiatives Grant Guidelines

Focus and Eligibility

The Strategic Academic Initiatives Grant (SAIG) Program was established by the Office of the Provost & Vice Chancellor for Academic Affairs to provide funds in support of collaborative professional activities that will promote the development of faculty as teachers and scholars in relation to campus initiatives. Qualifying proposals will:

- represent a collaborative effort by faculty from different departments or colleges, and
- focus on faculty development activities or projects that clearly address *Goal One: Academic Excellence* and *Goal Three: Making a Difference in the World* of the 2005/2006 UIS Strategic Plan, and related initiatives in college-level strategic plans.

Special consideration will be given to proposals that also promote student research, scholarship, and pre-professional development.

Proposals may request up to \$5,000 in SAIG funds. FY 10 SAIG Program monies are sufficient to award up to six grants annually at this level, although proposals may receive partial funding based on review. Grants made under this program will be one-time funding awarded on a competitive basis.

Faculty teams, academic units, and campus committees who are thinking about submitting proposals for this grant program are strongly encouraged to review the strategic planning points for *Academic Excellence* and *Making a Difference in the World*, as well as related initiatives in college-level strategic plans, so that collaborative proposals can be developed accordingly. Proposals may request support for a variety of activities within the scope of the qualifying criteria. Examples include, but are not limited to, offering a campus- or college-wide colloquium, workshop, or videoconference; conducting skill-building or curriculum-focused retreats; traveling to explore identified innovations at other institutions; and consulting with recognized experts.

Matching Commitments

One indicator of the importance of proposed activities is the extent to which units are willing to commit resources to ensure successful completion. Although no specific commitment for matching funds is required to submit a proposal for funding from the SAIG Program, proposal writers are encouraged to consult with appropriate departments, colleges, or centers to assess possibilities for contributions from those units and to include details of this support in the proposal.

Evaluation Criteria

- the clarity and specificity of the proposal
- the intrinsic merit and scope of the proposal in relation to faculty development needs
- clear project leadership by a tenured or tenured-track UIS faculty member
- the proposed activity's potential to advance campus strategic planning goals and college initiatives
- the extent to which the project or activity will engage faculty across disciplinary boundaries
- the scope of probable contributions to student learning and scholarship
- the extent to which the proposed activities and goals are realistically achievable
- the adequacy of available funding relative to resources needed
- the securing of matching funds from the College, Center, and/or Departments

Proposal Format

Each proposal should include the following three parts:

Part 1 Title Page

List your proposal title; names of all proposal team members with their respective academic disciplines and ranks; and the campus office address, phone number, and e-mail address of the faculty member designated as the project coordinator or contact person for the proposal.

Part 2 Proposal Description & Goals

The proposal description should be a narrative *no longer than five pages*. Be sure to present the following information in terms that are readily understandable by colleagues from other academic disciplines.

1. Provide a clear statement of the purpose for the proposed activities in terms of the qualifying criteria outlined for this grant.
2. Provide a detailed timeline listing the major tasks or activities of the proposal, and who will specifically be responsible for each.
3. Describe the expected results of the proposed activities. Examples include :
 - the likely benefits to faculty in terms of their professional development as teacher-scholars
 - the likely contributions to student learning and pre-professional development
 - the ways the proposed project will advance the campus and college-level strategic planning goals or initiatives
 - the scope of probable intellectual products (publications, presentations, etc.)
 - the likely benefits to internal and external communities

Part 3 Budget

Provide an estimated budget, in the form of an itemized list of anticipated expenditures, for the proposed project. Funds can be requested in any or all of three categories: salary stipend, equipment, and contractual (e.g., travel, commodities, student support).

If the budget will cross fiscal years, clearly distinguish between the funding needed prior to June 30, 2010, and the amount needed beginning July 1, 2010.

Only minor budget changes will be allowed once the project has been approved for funding. Please consider carefully all potential expenditures prior to submitting your proposal.

If the budget for the proposed activity exceeds the maximum grant amount of \$5,000 be sure to indicate what additional funding has been secured (or is being sought) and from what sources. Indicate which items will be supported using SAIG funds and which from other unit contributions (see attached Sample Budget).

Attach a **two-page** CV for the project lead.

Resources for Preparing Proposals

Applicants are encouraged to contact Deb Koua, Grants and Contracts Coordinator, for assistance with any aspect of proposal preparation (PAC 525, 206-7409, koua.deb@uis.edu).

Application and Review Procedures

1. **Submit your written proposal to your Academic Dean or Center Director** (or *Deans/Directors* if the proposal team represents more than one unit). Proposals must receive written endorsement by the appropriate Academic Deans/Center Directors to be considered eligible for SAIG funding.
2. **The Academic Dean/Center Director will attach a memo endorsing the proposed activities and budget.** If the college or center is also willing to commit funds and/or other resources to support the proposed project, specific information regarding the form and amount of support should be included in the memo.
3. **The Academic Dean/Center Director will transmit one print copy of all proposals received, with his or her recommendation memo attached, to the Associate Vice Chancellor for Graduate Education & Research (PAC 527, MS PAC 525).**
4. **The UIS Research Board will review proposals on a rolling basis, beginning on November 1st.** The Board will continue to review proposals even after funds for the year have been expended, and promising proposals will be carried over for consideration in the next fiscal year. The UIS Research Board is a Campus Senate committee whose membership includes four faculty, one academic professional, and the Associate Vice Chancellor for Graduate Education & Research.
5. **The Research Board will forward its recommendations, in writing, to the Provost, who will make the final determinations.** Grant recipients will be notified as funding decisions are made.

Reporting Requirements

Grant recipients are expected to provide a brief **progress report** to the Dean/Director and to the Provost no later than June 15th of the academic year for which the grant was awarded. The progress report should be *no more than two pages in length*, and should indicate which proposal goals were achieved and which, if any, were not met. Reports should also include a reflection on the success of the activities. A **financial report**, mirroring the proposed budget, should also be submitted, accounting for both awarded funds and promised matching support.

Please note that both the proposal and the progress report of funded activities will be posted on the UIS Academic Affairs website.

This document is meant to serve as a SAMPLE of some items that may be requested. Please construct your budget to adequately address the financial needs of your proposed activity.

	<u>SAIG</u>	<u>Unit Contribution</u>	<u>Total</u>
<u>Equipment:</u>			
Digital camera	\$350		\$350
Scanner		\$500	\$500
<u>Contractual:</u>			
Travel - 2 RT from Springfield to Chicago @ 450 miles/trip		\$454	\$454
Conference travel to Washington DC			
Air fare	\$350		\$350
Hotel for 3 nights	\$600		\$600
Per diem, 3 days @ \$32/day		\$96	\$96
Misc (cabs, etc)		\$100	\$100
Conference registration		\$300	\$300
Outside Consultant			
Consultant Fee	\$1,000		\$1,000
Consultant Travel	\$500		\$500
Undergraduate student worker			
10 hours/week for 10 weeks @\$7/ hour	\$700		\$700
Supplies - general office supplies		\$100	\$100
TOTALS:	\$3,500	\$1,550	\$5,050