

**SEATTLE PACIFIC UNIVERSITY**  
**Senior Faculty Grant Application Instructions**

**Description:** Senior Faculty Grants (SFGs) are awarded each spring by the Academic Affairs Office to support faculty scholarship, including the scholarship of discovery, teaching, application, or synthesis. The SFG program is administered by the OAA's Center for Scholarship and Faculty Development (CSFD), with the guidance of the Faculty Affairs Committee. SFGs can be used for direct research expenses, release time, or a summer stipend. All tenured faculty members are eligible to apply for a SFG, but a faculty member may only apply for one SFG (or Faculty Research Grant) per year. Applications must be submitted to the CSFD by Feb. 1 of each year.

**Money Matters:** While there are no formal limits on requests, the total amount requested by applicants typically exceeds the funding available, so individual applicants are advised to apply for no more than \$4,500. Funds for approved grants are available from June 30-July 1 of the following academic year. SFG accounts will be closed on July 1, unless a formal request for an extension of the award is received and approved in the CSFD by June 1.

Faculty members requesting release time during the academic year must obtain approval from both their department chair and dean. SFG funds for adjunct replacements are available for a maximum of \$750 per credit hour, plus 12% for fringe benefits. Schools that pay adjuncts at a higher rate must cover the difference out of their own budgets. SFG funds will be transferred directly to the school's budget. A maximum of \$4,200 (5 credits @ \$750 a credit, plus 12% fringe) may be awarded for a summer stipend.

**Eligible Expenses:** SFGs can be used for direct research expenses such as

- Reasonable travel costs essential to research;
- Research-related equipment and materials purchases (slides, cassettes, computer software, chemicals, paint, processes);
- Purchase of rare or expensive or out-of-print publications not readily available in the library or through Orbis or interlibrary loan. These materials will be added to the SPU Library's permanent collection.
- Copying graphic arts, page charges, cost of reprints, presentation expenses;
- Assistance for the dissemination of a project (permission fees, publication subsidies, etc.);
- Clerical help in excess of school resources;
- Funding for student research assistance.

SFGs can be used for release-time expenses such as

- Up to five hours of release from normal teaching load (@ \$750 a credit, plus 12% fringe);
- Direct personal compensation for summer work, up to five credits.

SFGs can NOT be used for

- Course improvement or curriculum development (faculty should consult their school dean regarding an Academic Renewal Grant for these purposes);
- Conference attendance and registration fees intended for professional development;
- Compensation for research already completed before the date of application;
- Release time that is covered by sabbatical; or expenditures that have been covered by external grant funds.

**Reporting:** Research projects must be completed within one year of the dispersal of the grant funds. A brief report noting grant activities and how objectives have been met or modified must be submitted at the conclusion of the project. If the research has resulted in a publication or product, appropriate reproductions should be included, and acknowledgement of the SPU support should be made. Final reports must be submitted to the Center for Scholarship and Faculty Development by June 30.

**Criteria for Awards:** Applications will be evaluated according to the following evenly weighted criteria:

1. The topic addressed is of interest to the larger academy, and the proposal demonstrates evidence that the research will become a scholarly or creative contribution.
2. The project is appropriate to the institutional mission of SPU.
3. The summary or review of relevant literature includes representative and significant works and reflects the current state of the field.
4. The hypothesis, research question, or objectives are clearly described and articulated.
5. There is depth in the conceptualization of the project.
6. The proposed methodology is sound and clear, given the theme and academic discipline(s) involved.
7. The project reflects a high level of intellectual or creative ability and holds promise for a product of sterling quality.
8. The proposed budget includes an efficient and effective use of funds.
9. The applicant has the requisite skills and knowledge needed to address the topic or process with distinction.
10. The applicant's track record suggests that he or she will meet or exceed the goals set out in the application.

## Application Materials Checklist

- The attached cover sheet, with two signatures.
- Depending on the nature of the project, *either* a description of the project's purpose, objectives, and methodology, along with a brief summary or review of the relevant literature, timeline for the project, and list of intended means of disseminating the results or findings (maximum of six single-spaced pages); *or* a description of the creative goal and techniques to be employed, along with some sample images, CDs, poems, etc., by the artist that demonstrates previous work and assumptions.
- A one-page sample bibliography related to the literature review or that establishes a conceptual association with works by other artists.
- For those projects involving human subjects: a copy of the Institutional Review Board approval form.
- A full c.v.
- If applicable, a list of previous FRGs awarded, and a copy of the final report.
- An itemized budget.

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SFG Application—Cover Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project Title:

\_\_\_\_\_

Abstract: (500 words or less)

Total Amount Requested: \_\_\_\_\_

Approvals:

\_\_\_\_\_

\_\_\_\_\_

(dated signatures of department chair and dean)