

## **James Madison College Faculty Development Initiative (FDI) Policy**

This policy is written to outline the James Madison College (JMC) policy related to support for projects that promise to promote JMC faculty member's careers and to advance the research mission of the College and the University. Such projects can include domestic and international research, as well as scholarship of teaching and learning projects. This policy also ensures the process is operating in a transparent and consistent manner within the College's budgetary restrictions.

- 1) Who can apply:
  - a. All faculty appointed in JMC are eligible to apply, with priority given to Tenure-stream applicants and those appointed 50% or more.
  - b. Repeat applications (of previously funded projects) will be accepted. Those applications, however, must show prior progress and justify the request for further support.
- 2) Deadline:
  - a. Depending on available funding, a call for proposals under this policy will be sent to all current college faculty on May 15<sup>th</sup> of each year, with the deadline for proposals of September 15<sup>th</sup>. A reminder will be sent August 15<sup>th</sup>.
  - b. A second call may be sent out at the start of the Spring semester should funding be available.
- 3) Use of funds:
  - a. Grants may be used in a variety of ways, including:
    - i. Faculty travel for research
    - ii. Course releases for research purposes, particularly when there has been no recent leave
    - iii. Support for editorial assistance or other assistance in completing manuscripts
    - iv. Support for research assistance at the graduate level that is integral to the scope of the proposed project. Request for undergraduate research assistants should seek support from the Undergraduate Research funding administered by JMC's Assistant Dean. These funds are typically limited to \$2,000 maximums distributed in installments of \$500 at a time.
    - v. Sponsorship of special workshops or professional development activities
    - vi. Matching/Supplement to existing grants
    - vii. Requests for flexible course scheduling or other modifications of Madison duties that may enhance research productivity

- b. Grant monies should not be requested for summer research stipends, or for purposes for which other Madison College funds are normally available, including start-up funds for study abroad programs, conference funding, or normal purchases of technology.
- 4) Level of grants: Requests of varying amounts will be accepted. Typically, the College will approve grants in the range of \$1,000 to \$10,000.
- 5) Priorities in the awarding of grants:
- a. Grants will be awarded based on the quality of each proposal and the significance of the proposed research or curricular innovations to the faculty member's scholarly work and to Madison and the academic community generally.
  - b. Priority will be given to those without existing research funds to support their endeavors.
  - c. Priority will be given to tenure-stream applicants.
  - d. Priority will be given to applicants who have followed through on the initiatives they received funding for in previous grant cycles.
  - e. Applicants for whom scheduled reports on prior grants are not handed in by the time of the review will be excluded from consideration.
- 6) Proposals shall include:
- a. A 3-6 page description of a coherent research project and justify the need for extra funds or course release time. The description should include the central focus of the project, its relation to the faculty member's own scholarly work and the broader field of scholarship in which it is located.
  - b. The hypothesis or research question(s).
  - c. A discussion of the methodology to be used.
  - d. The work plan.
  - e. The precise outcome that is expected to be accomplished at the end of the grant period.
  - f. The Faculty Development Initiative (FDI) Proposal and Budget Form.
- 7) Budget requirements:
- a. The proposal should include a budget directly related to the tasks entailed in the proposal. The budget should identify specific travel costs, per diem, supplies, and/or costs of release time. Requests for graduate student support must be specifically justified.

- b. The Proposal Budget Form should be used to outline the FDI budget, with any additional explanation provided as needed.
  - c. Please consult with JMC's Finance Director for any questions related to the costs of specific budget items.
  - d. Any funding awarded under this policy is restricted to the requested activity and cannot be reprogrammed to alternative activities without the prior approval of the Dean's Office. Funding, once awarded, has a three year time-frame to be used. At the end of three years, the funding will expire. In unusual circumstances, an extension can be requested.
- 8) Other funding:
- a. Those developing FDI proposals are strongly encouraged to also submit for other MSU internal funds through the HARP or other programs, as appropriate. The deadline for HARP funding is early in the Fall semester. The website for that grant program and other MSU internal funding is: <https://vpgrgs.msu.edu/harp#Development>.
  - b. If candidates have submitted other university funding proposals for the same project they should detail those requests on their application. If faculty are receiving funding from other sources for the proposal, they should identify these sources on their application.
- 9) Reporting requirements:
- a. Each grant recipient must submit a 1-2 page report to the Dean's office assessing the progress made or accomplishments achieved related to the grant proposal at the end of the time period during which the funds were expended.
  - b. If the applicant has received prior funding from this fund, it is expected that all previous reports on the accomplishments achieved with that funding have been submitted prior to the submission of a new application. Faculty who have failed to submit prior reports are ineligible for further funding.
  - c. Faculty who are awarded grants will be asked to give a public presentation on their research.
- 10) Rating committee: The FAC or relevant faculty committee shall make recommendations to the Dean of the College. These recommendations shall include a rank-ordering of all grant applications and commentary. The Dean's Office shall review these recommendations and decide on the number, amount, and distribution of Faculty Development Initiative grants.