

**2024-2025 Adelphi University
Faculty Development Grants Program
Call for Proposals**

The Office of the Provost and the Faculty Senate Committee on Scholarly and Creative Works are pleased to announce this year's call for proposals for the University's *Faculty Development Grants* program.

The primary goals of this program continue to be: 1) fostering excellence in scholarship across the full range of disciplines; 2) serving as a source of seed money to enhance opportunities for extramural funding; and 3) advancing the career goals of our faculty. All full-time faculty are eligible to apply for the program. *Faculty who have received funding three (3) times in a five (5) year period are ineligible to apply this year.* As we have made changes to this year's call, any feedback regarding the faculty development award program can be sent to Andrea Ward, associate provost for research and special projects, at award@adelphi.edu.

To accomplish these goals, the program has **two different "tracks"** for which faculty are able to apply:

a) the "**traditional**" grant, seeking funds to support your specific area of work

-or-

b) a grant that is **interdisciplinary and collaborative** in its nature to support interdisciplinary research connections (see below for expanded definition)

Scholarship, as applied to this grants program, includes the scholarship of discovery (research), pedagogy, creative works, artistic endeavors and application. Faculty who conduct research in the area of social justice, broadly defined, are strongly encouraged to apply.

To qualify as an **interdisciplinary/collaborative** grant, principal investigators who have not collaborated before on grants, have not published together, and are from different units or disciplines are eligible to apply for this track.

The maximum award amount for all proposals is \$5,000 unless funding is included for an undergraduate or graduate student. If student researchers are included in the proposal, the maximum budget will be \$6,500.

Applicants must submit one complete electronic copy to fda@adelphi.edu by or before Friday, December 13, 2024. You will receive an automated email that your proposal was received; if you do not, please contact Dawn Grzan, director of research and sponsored programs, at dgrzan@adelphi.edu or x3161.

A complete proposal consists of the following items:

- **Faculty Development Award Cover Page**
- Abstract (**maximum one page, single spaced**) which describes your proposal in terms that can be *read and understood by someone not in your field*, include a statement of why and how this project is important to your scholarship and career development.
- Project description (**maximum three pages, double spaced**) to include: 1) goal or hypothesis; 2) methods; 3) analysis (when applicable); 4) anticipated results and/or conclusions; 5) anticipated future directions; and 6) potential for external recognition or extramural funding.
- Detailed Budget and **Budget Justification (maximum two pages)**: (please use the **Budget Planning Document** as your guide). Budgets should be reasonable and appropriate to the scope of work proposed. Most importantly, **all expenses must be well justified**. For example, if employing project staff, describe personnel with corresponding salaries/stipends. Budgets may include support for students, equipment, and other research expenses, but **may not include a stipend for the P.I./faculty member** proposing the project or for a faculty Co-PI or faculty consultant. If employing graduate or undergraduate students, please budget hourly wages and not tuition remission. Typical hourly wages for undergraduates are \$16-18/hour and \$20-22/hour for graduate students.
 - Requests for travel will be considered only if required for carrying out the proposed project. Travel to professional meetings and other routine activities will not be supported. Travel is subject to the university's travel restrictions.
 - Budgets for approved awards will be reviewed carefully with respect to the budget justification and may be adjusted. Any request which exceeds the maximum of \$5,000/\$6,500 will only be funded up to the appropriate maximum. The budget period is February 2025 through August 15, 2026.
- An abbreviated CV (does not count toward the page limit but **should not exceed 3 pages**): Must include recent scholarly accomplishments, and submitted and/or funded external proposals, for **the last 3 years only**.

Incomplete applications will not be considered, so please carefully review your proposal prior to submission and be sure that all required elements are included.

Proposals will be reviewed by the Faculty Senate Committee for Scholarly and Creative Works Scholarship Committee. **Evaluation will be based on:**

1. Scholarly/artistic merit of the proposed activities, including innovation and the likely impact on the field of study. (10 points)

2. Justification of the project's contribution to faculty member's career development, commensurate with years of experience of the faculty member; include evidence of how previous awards, if any, have resulted in scholarly or artistic productivity. (10 points)
3. Thorough project description. The project description will be evaluated on the goal/hypothesis and the methods to address the goals. The PI should also discuss anticipated results and future directions. (10 points)
4. Potential for the proposed work to lead to bring external recognition (publication, exhibition, show, performance, presentations, grants) to the faculty member and/or Adelphi University or to future external funding. If there is potential for outside funding, state what plans are being made to tap these resources. If there is little opportunity for outside funding, please state and explain plans to disseminate the work. (5 points)
5. Appropriateness of the budget request to the proposed plan and justification of budget items. (5 points)

Expected awards announcement date is late **February 2025**. Following completion of a funded project, all recipients of awards are required to complete a final report of their work to the Office of Research and Sponsored Programs no later than **August 31, 2026**.