

Supplemental Funding for Faculty Development (SFFD)

Faculty members in the College of the Sciences and Mathematics are invited to apply for the Supplemental Funding for Faculty Development (SFFD) award available through this RFP. Awards made through this RFP are for the period of January 15, 2022 to June 15, 2022.

Deadline: Monday, December 6, 2021 at 11:59 pm

All materials must be submitted as a single PDF via email to swalsh@wcupa.edu.

The department chair must be cc'd on the submission.

The purpose of the SFFD award is to support and encourage the professional development of the College of the Sciences and Mathematics faculty. The maximum award is \$1,250.00, which can be used for a variety of purposes, as described below.

Eligibility

Tenured or tenure-track regular faculty members with an appointment in the College of the Sciences and Mathematics are eligible to apply. Priority will be given to proposals by applicants who have not received a grant from the Dean's Office in the previous year, probationary faculty members, and senior faculty members undertaking a major scholarly initiative.

Scope

SFFD awards are made from discretionary funds available to the Dean of the College of the Sciences and Mathematics and are synchronized with the fiscal year. Use of funds must comply with relevant PASSHE policies.

Specifically, SFFD awards will fund the following budget items:

- Purchase of equipment or supplies related to a specific research project.
- Stipends for students to participate in research projects during the academic year or summer through June 15th.
- Pay for page charges and other publication costs.
- Expenses associated with data collection on a specific project.
- Faculty professional development funds to design a high-impact experience for students.
- Faculty professional development funds to study/analyze an area of concern in a

- course, pedagogical approach, curriculum design, etc. related to student success.
- Faculty conference or travel participation that is consistent with University rules on travel at the time the awards are made. These may be virtual opportunities.
- Interdisciplinary research projects.

Exclusions:

- SFFD does not fund alternate workload assignments (AWA) to pursue a scholarly project. Faculty are encouraged to apply for RAWA for the release time.
- Cost for hosting guest speakers.
- SFFD does not fund the following: local travel (within 50 miles of WCU), purchase of equipment that does not directly support a specific research project, department seminars, and materials or supplies used for classroom instruction.
- Proposal duplication is not allowed.

PASSHE's *Tax Procedure 2015-6: Reimbursements for Meals to Employees Who Are Not in Overnight Travel Status*, which is consistent with IRS regulations, states that in order for meals that are reimbursed as travel expenses to be excludable from wages, employees must be traveling overnight and away from their tax home. (Tax home is the general area of work, not the employee's residence.) The application of this policy means that meal expense reimbursements will be paid via payroll rather than Accounts Payable and taxed as compensation when the employee is not in overnight travel status. For example, if an employee travels to a sampling site for one day, the cost of the lunch is considered taxable and will be paid to the employee via payroll.

Application Guidelines

- Submit your proposal as a single PDF file and cc the department chair.
- Incomplete applications or proposals with multiple files will not be reviewed.

Proposal Guidelines

1. **Cover sheet**
2. **Project narrative:** A maximum of 2 pages, single-spaced, 12-pt font. A narrative description of the proposed project that contains the components listed below must be provided. The parts of the proposal should be labeled, using the topics below as section headings. The evaluation of the proposal will be based, in part, on how the narrative description addresses these topics:
 - Summary of project goals
 - Description and rationale
 - Proposed outcomes

3. **Budget:** 1 page. Budget components must be itemized as specifically as possible, and expenses must be based on research about relevant costs. A justification for each item must be provided, explaining why the item is needed to complete the project.

Evaluation

SFFD applications will be evaluated by a review committee selected by the CSM Dean's Office on the quality of the project proposed and the quality of the proposal submitted. Be advised that it can be difficult to evaluate the quality of the project if the proposal is not written in a manner that clearly addresses all the components required in the narrative description. The reviewers may or may not be from your academic discipline.

Based on the scores and discussion during the panel, evaluators will place the proposal in one of three categories:

1. Highly Competitive
2. Competitive
3. Not Competitive

The recommendations of the review committee will be taken into consideration by the Dean, who will make the final decision on the awards to be made.

Dean's Office contact:

Lisa Marano, Ph.D.
Associate Dean
College of the Sciences and Mathematics
Anderson 320
610-436-2459
lmарano@wcupa.edu