

## The Faculty Enrichment Grant

The Office of the Dean of the College administers the Faculty Enrichment Grant Program to support individual or collaborative research projects. Grants cover expenditures associated with work leading to specific products (e.g. publication, performance). The Associate Dean for Faculty Affairs will advise the Dean of the College in the awarding of grants. All faculty are eligible for faculty enrichment grants. The maximum grant amount is \$5,000.

Grants for new course development that do not involve specialized research or travel needs will be set at \$500. All faculty are eligible for course development grants. Typically, expenditures fall into the categories listed below.

1. Research assistance
2. Travel essential to the gathering of material for a specific research or teaching project
3. Tuition or registration for workshops related to pedagogical innovation

Please note the types of expenditures that are not likely to be funded:

1. Travel to a sabbatical site
2. Meals at a research site
3. Professional books and subscriptions
4. Professional society membership fees
5. General clerical help

## Guidelines

The following guidelines and procedures apply to faculty enrichment grants:

1. Applications must be complete and include necessary signatures.
2. Submissions after the deadline will not be considered.
3. Priority will be given to faculty who have not received research or course development funds in the past.
4. Faculty on sabbatical leave are eligible to apply for enrichment grants.
5. Funds must be used by June 30 of the fiscal year awarded.
6. Expense reports for reimbursement are due within 30 days of the close of the funding period and must follow the College's Business Expense Reimbursement Policy.
7. Please submit a report describing the use of your grant at the conclusion of your funding period.
8. Since funds are limited, faculty may receive a research grant every other year. Course development grants are not subject to this restriction and may be alternated with research grants, or applied for on a yearly basis.