



## **Provost's Academic Excellence Initiative**

The Provost's Academic Excellence Initiative provides up to three awards annually to groups of Dominican faculty and undergraduate students in recognition of enhancing outstanding teaching through engaging in active learning. Each group, chosen by an all-university committee of faculty and students, appointed by the Provost, will receive a maximum award of \$1,200.

The purpose of the award is to recognize and honor faculty members for making significant advances to knowledge, technique, or creative expression in their programs/fields involving undergraduate education.



# Provost's Academic Excellence Initiative 2006-2007 Grant Application Instructions

## **Description**

Funds may be used to support collaborative research/class/scholarship/creative activity projects between a student (or group of undergraduate students) and a faculty member (or group of faculty members) in which the outcome may be a co-authored paper/article, creative performance, or visual arts project. All projects must include at least one full-time or one ranked adjunct faculty member and one undergraduate student.

Proposed projects may request up to \$1,200 for one year. Funds may be used for travel, supplies, photocopying, long distance calls, or wages for student help or other (please specify).

## **Eligibility**

1. Each application must include at least one full-time or one ranked adjunct faculty member and be endorsed by the department chair and the Dean.
2. Projects must involve undergraduate students.

## **Guidelines**

1. Faculty investigator(s) receives no salary/wages from the project. Books, software, small equipment, and other materials purchased with grant funds belong to the University. Funds must be spent following University guidelines and invoices must be paid in full by the end of the fiscal year. Funds remaining at the end of the fiscal year revert to the University.
2. Funds may be used for dissemination of project results, including travel to a professional meeting.
3. Use of human subjects or animals in the research must receive approval by the appropriate University committee (IRB). While Dominican is not prepared to conduct research with live animals, collaborative work with other institutions is acceptable following research approval by review boards at both institutions.

## **Expectations**

1. A final report on the project, approved, and signed by the Principal Investigator must be submitted to the Provost's Office by April 14, 2007.
2. Principal investigators and their students are expected to present results at the annual Dominican Academic Showcase Excellence Initiative Session.

## **Review Criteria**

1. Project description must clearly written, well-designed, and cost-effective.
2. Project must involve students as significant participants.
3. Project is realistic for the time frame.
4. Project is likely to result in a paper, creative performance, visual art project/product that may be presented to a professional audience and/or published in a scholarly publication.
5. Project budget must indicate how award funds will be utilized.

The evaluation form used by the selection committee is attached for information.

## **Application Procedure**

Applications must include:

1. Grant Application Cover Form. This must be typed and filled in completely. Handwritten applications will not be accepted.
2. A Grant Proposal (maximum of **THREE** pages (typed, **double**-spaced, **1 inch** margins, **Times New Roman 12** font) including the following:
  - a. A statement of goals and objectives for the project.
  - b. An outline of the protocol or design for carrying out the project.
  - c. A schedule for completing the project.
  - d. An explanation of how results will be evaluated.
  - e. A description of the role of students and faculty in carrying out the project.
  - f. Signature of the department chair signifying approval of the project and application for funding.
  - g. Signature of the dean signifying approval of the project and application for funding.

The answers in these areas are used in evaluating the proposal. Preference will be given to projects that have not received previous funding from a Dominican source. See evaluation form attached.

3. An Appendix must be attached that includes a current biographical sketch of the Principal Investigator (**ONE** page current curriculum vitae).

**Send SIX copies** of the completed application to:

**Provost's Office**  
**Guzman Hall Room 210**  
**Dominican University of California**  
**San Rafael, CA 94901 (415) 257-0146**

**Deadline: 4:00 p.m. on October 20**

For information contact:

Sherry Volk, AVPAA  
(415) 485-3278, [volk@dominican.edu](mailto:volk@dominican.edu)

**Provost's Academic Excellence Initiative  
Dominican University of California  
Grant Application  
Cover Form and Instructions**

Name(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Name (s) of Faculty Participants: \_\_\_\_\_

Name(s) of Student Participants: \_\_\_\_\_

Program/Division/Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Starting Date: \_\_

Project Ending Date: \_\_\_\_\_

**Budget Information**

Resources (if any):

Department's/Division's/Department's/ Program's Contribution \_\_\_\_\_

School's/Dean's Contribution \_\_\_\_\_

Other Contribution (please specify) \_\_\_\_\_

Expenses Requested from Provost's Academic Excellence Initiative

Supplies \_\_\_\_\_

Travel \_\_\_\_\_

Printing/Copying \_\_\_\_\_

Wages for Student Help \_\_\_\_\_

Postage/Telephone/Fax \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

Clarification of budget:

**Have you submitted this proposal to other funding sources?**

Outside Sources  Yes  No

Dominican Sources  Yes  No

If "Yes", please note sources and funding status. If this project has been funded previously from Dominican sources please explain the circumstances including source and award.

I support this application: \_\_\_\_\_ Date \_\_\_\_\_

Department Chair

I support this application: \_\_\_\_\_ Date \_\_\_\_\_

Dean

Date

Attach 6 copies of this and grant proposal to Office of the Provost, Guzman Hall Room 210.

**Deadline: Friday, October 20**

**Academic Excellence Initiative  
Evaluation Form**

Submission from	Department	Department	Department	Department
Title				
Name full-time or ranked adjunct faculty member (s)				
Number students involved				
Number of part-time faculty involved				
PI named (bio included)				
Activity planned: Collaborative research Scholarship Creative Activity Other				
Budget requested				
Endorsed by program/division/dept chair Signature included				
Endorsed by Dean, signature included				
Has received previous funding	Yes No	Yes No	Yes No	Yes No
IRB required	Yes    No	Yes    No	Yes    No	Yes    No
Student Involvement: Researcher Support Other				
<i>Rank the following 1 (low) – 4 (high)</i>				
Project description is clearly written with goals and objectives of project and protocol well designed	1   2   3   4 comments:	1   2   3   4 comments:	1   2   3   4 comments:	1   2   3   4 comments:
Students are involved as significant participants and role(s) are defined	1   2   3   4 comments:	1   2   3   4 comments:	1   2   3   4 comments:	1   2   3   4 comments:

<b>Submission from:</b>	<b>Department</b>	<b>Department</b>	<b>Department</b>	<b>Department</b>
Intent to publish or present to professional audience	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:
A schedule for completing the project by April deadline is realistic.	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:
An explanation of how results will be evaluated are clearly articulated	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:
Project results in: Paper Creative performance Visual art project/product	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:	1 2 3 4 comments:
Previous Funding	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
<b>TOTAL RANKING</b>				
Evaluator's prioritization of projects for funding				
Questions/Comments				