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**DOMINICAN UNIVERSITY OF CALIFORNIA  
FACULTY SCHOLARSHIP GRANTS:**

- 1. SCHOLARSHIP OF TEACHING**
- 2. DISCIPLINARY RESEARCH**
- 3. CREATIVE WORK**

This grant program provides release time to begin, continue or complete a research project related to teaching/learning, disciplinary research, or producing creative works.

***Purpose of Faculty Scholarship/Research/Creative Work Grants***

- A. To provide seed money to faculty initiating new research projects
- B. To encourage and expand faculty participation in research and other scholarly and creative pursuits through granting release time
- C. To assist newly hired tenure-track faculty beginning their research programs

***Priorities***

- A. Projects of basic research or creative activity, or scholarship of teaching appropriate to the applicant's background and academic appointment
- B. Projects for which departmental or other research funds are not available

***Grant Availability***

The following grants will be available for 9.5- or 12-month faculty:

- **2 grants @ 3 units** of release time
- **2 grants @ 6 units** of release time

The following grants will be available for 9.5-month faculty

- **2 grants @ dollar equivalent of 6 units** for work completed during summer (payment is at the basic undergraduate adjunct rate)

To determine appropriate unit designation for the proposal, applicants should consider the following: 3 units release time per week = 45 hours over one semester or 22.5 over two semesters; 6 units release time = 90 hours over one semester or 45 hours over two.

***Grant Material Support***

Each grant awarded provides up to \$500.00 for reimbursement of materials necessary to complete the proposed project. Receipts are necessary for reimbursement and must be submitted to the Office of Provost/VPAA by **May 31 with a Request for Disbursement Form.**

***Eligibility:***

All full time faculty, except librarians, are eligible to apply. Only one proposal per applicant, per year is allowed. All proposals will be evaluated by the selection committee. Competitive proposals must be deemed excellent. Consideration of competitive proposals may include prioritization as follows:

- A. Faculty member has never applied.
- B. Faculty member has previously applied but has been denied.
- C. Faculty member has been previously awarded a grant and the proposal differs significantly from the previously awarded grant proposal

***Scholarship of Teaching Grants***

The Scholarship of Teaching Grant is intended to contribute to the literature on teaching and learning in higher education. See Appendix G1 of the *Faculty Handbook*.

Proposals must include:

- A. The anticipated impact of the project on student learning and the curriculum

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- B. A letter of support from the applicant's dean and chair

### ***Research/Creative Work Grants***

Research/Creative Work grants are intended to support disciplinary research and creative work. See Appendices G2 and G3 of the *Faculty Handbook*.

Proposals must include:

- A. A detailed description of the research objectives and their significance to the University/ school/department mission
- B. A letter of support from the applicant's dean and chair
- C. Institutional Review Board approval, if the research uses human or other living beings as research subjects. Final support of such a project is contingent upon IRB approval of the research.

### ***Summer Grants***

- A. Summer Research/Creative Works/Scholarship of Teaching grants are available to full-time tenured or tenure-track faculty. Twelve month faculty are eligible to apply for summer release time to work on projects but must have approval of their dean and the Provost to apply.
- B. Recipient has to sign a contract with the University guaranteeing return to teaching for the academic year following the summer grant.

### ***Application Support***

For support in the application writing process, please consult: 1) members of your department, 2) previously accepted applications on reserve in the Library (filed under "Faculty Affairs Scholarship Grant Proposals"), and 3) past recipients for their assistance or advice.

### ***Application Process and Timeline for Faculty and Due Date***

- A. Discuss your proposed participation with your department chair and/or dean to determine suitability of release time.
- B. Obtain the correct Application Form from the Provost's Office or on the Intranet (Forms/Academic Affairs/Faculty Development). For research involving human or other living subjects, access IRB Handbook on the Intranet (Forms/Academic Affairs).
- C. **5 copies** of the completed application form (including required signatures) submitted to the Provost's Office. **November 15**

### ***Grant Selection Process and Due Date***

- A. The AVPAA and Faculty Development Committee will constitute the Grant Proposal Committee
- B. Copies of the applications will be distributed to the committee members
- C. The committee will review all applications and designate the following
  1. Application is acceptable and recommended
  2. Application is acceptable and recommended, but the project may not receive final funding until IRB approval is obtained
  3. Application is acceptable, but grant funds are not available
  4. Application is not acceptable
- D. The AVPAA will officially forward recommendations from the Grant Proposal Committee to the Provost for final approval.
- E. Formal announcement of awardees will be made in writing by the Provost and announced in the Provost Newsletter. Unsuccessful applicants will also **December 15**

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be notified, in writing, by the Provost.

### ***Judging of Proposals***

Proposals will be judged upon:

- A. The overall quality of the proposal and the proposed activity (5 points)
- B. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points)
- C. The fit between the proposed activity and the applicant's long-term professional plans (5 points)
- D. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
- E. The ability of the applicant to carry out the proposed activity within the timeframe of the grant (5 points)

### ***Final Report***

All awardees are required to submit to the Office of the Provost the following:

- A. A project report including a written assessment of their work or project, in light of the outcomes and assessment standards stated in the application.
- B. An itemized expense report with copies of receipts. The standard University expense report may be used.

*Reports are due by:*

- Summer Awards: August 15
- Fall Awards: December 15
- Spring Awards: May 25

Summer stipends will be paid at the completion of the project and receipt of the Project and Expense Reports.

Please note that resulting publications should acknowledge the University's sponsorship. Likewise, any seminar, workshop, and/or conference should acknowledge the University's sponsorship.

### ***Final Presentation to the Community***

Awardees will present their research/creative work/scholarship of teaching projects at the faculty session of the Dominican Academic Showcase in April the year they have received the grant.

**Scholarship of Teaching Application Proposal**

Name: _____	Department _____
Phone: _____	E-mail: _____
Date: _____	
Description of Project ( <i>for publicity</i> ) _____	
_____	

**Prepare a narrative that responds to the following items.** Attach separate document if needed.

1. Describe the research project and the underlying pedagogy or learning theory including the methodology to be used in the study. Research involving human or other living subjects may not be conducted until the proposal is also approved by the department review process and Dominican IRB. IRB Handbook and application are posted on the Dominican Intranet (forms/academic affairs).
2. Explain the impact on student learning and or the curriculum.
3. Include a literature review.
4. Provide a detailed description of the significance of this project to the department, school, and University.
5. Provide a timeline to complete your scholarship of teaching project.
6. Provide letters of support from department chair and dean.

**Selection Criteria for Scholarship of Teaching Proposals**

1. The overall quality of the proposal and the proposed activity (5 points)
2. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points)
3. How the project will impact student learning (5 points)
4. How well the proposed activity fits the applicant's long-term professional plans (5 points)
5. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
6. The ability of the applicant to carry out the proposed activity within the timeframe of the grant (5 points)
7. Letters of support from chair and dean. Proposal will not be accepted without these letters of support.

**Each recipient of the Scholarship of Teaching Grants agrees to:**

1. Write a *final project report* by: **Summer Awards August 15; Fall Awards December 15; Spring Awards May 25.**
2. Present work at the faculty session of the Dominican Academic Showcase.

Release time requested for: \_\_\_3 units \_\_\_6 units     Fall     Spring     Summer

Required signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Department Chair\*

\_\_\_\_\_  
Dean

\*Signature by Chair indicates 1) that the proposed project is both sound and appropriate for the candidate, and 2) release time is guaranteed.

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**Application due: November 15**

**Notification by: December 15**

**Disciplinary Research Application Proposal Form**

Name: _____	Department _____
Phone: _____	E-mail: _____
Date: _____	
Description of Project ( <i>for publicity</i> ) _____	

**Prepare a narrative that responds to the following items. Attach separate document.**

1. Describe the research problem. For example, provide a problem statement or hypothesis, a statement regarding the significance of the research, research questions, literature review (with citations), overview of methodology, projected time for IRB applications for research with human or animals. (Research involving human or other living subjects may not be conducted until the proposal is also approved by the department review process and the Dominican IRB. IRB Handbook and application are posted on the Dominican Intranet (Forms/Academic Affairs).
2. Describe the audience for your disciplinary research (professional associations, peer review journals).
3. Describe how the project will impact student learning.
4. Provide a detailed description of the significance of this project to the department, school, and University.
5. Provide a time frame to complete your research project.
6. Provide letters of support from department chair and dean.

**Selection Criteria for Disciplinary Research Proposals**

1. The overall quality of the proposal and the proposed activity (5 points)
2. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points)
3. How well the proposed activity fits the applicant's long-term professional plans (5 points)
4. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
5. The impact of the project on student learning (5 points)
6. The ability of the applicant to carry out the proposed activity within the timeframe of the grant (5 points)
7. Letters of support from chair and dean. Proposal will not be accepted without these letters of support.

**Each recipient of the Disciplinary Research Grant agrees to:**

1. Write a *final research report* by: *Summer Awards August 15; Fall Awards December 15; Spring Awards May 25.*
2. Present work at the faculty session of the Dominican Academic Showcase.

Release time requested for: \_\_\_3 units \_\_\_6 units  Fall  Spring  Summer

Required signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Department Chair\*

\_\_\_\_\_  
Dean

\*Signature by Chair indicates 1) that the project is both sound and appropriate for the candidate, and 2) release time is guaranteed.

**Application due: November 15**

**Notification by: December 15**

**Creative Work Application Proposal Form**

Name: \_\_\_\_\_ Department \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_  
 Description of Project and Project Title (*for publicity*) \_\_\_\_\_

**Prepare a narrative that responds to the following items. Attach separate document.**

1. Describe the themes, forms, or styles your creative project will address or engage. For example, provide a detailed synopsis of what your project will look like when finished, gathered, printed, or exhibited. Include in your synopsis a proposed title, the medium in which you are working, the overarching structure of the project, the unifying concept, and identify possible avenues of publication, performance, or exhibition.
2. Provide a summary of what other artists have done in relation to your proposed creative project. The summary may be a draft literature search or recent examples related to the creative project's structure, themes, concepts, etc.
3. Describe the intended audience for your creative work (include any benefit to Dominican student learning).
4. Describe how the project impacts student learning.
5. Provide a proposed time frame for completing your creative project.

**Selection Criteria for Creative Work Proposals**

1. The overall quality of the proposal and the proposed activity (5 points)
2. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points)
3. How well the proposed activity fits the applicant's long-term professional plans (5 points)
4. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
5. How this project will have an impact on student learning (5 points)
6. The ability of the applicant to carry out the proposed activity within the timeframe of the grant (5 points)
7. Letters of support from chair and Dean Proposal will not be accepted without these letters of support.

**Each recipient of the Research or Creative Work Grants agrees to:**

1. Write a *final project report* on the creative work by: *Summer Awards August 15; Fall Awards December 15; Spring Awards May 25.*
2. Present work at the faculty session of the Dominican Academic Showcase.

Release time requested for: \_\_\_3 units \_\_\_6 units  Fall  Spring  Summer

Required signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Department Chair\*

\_\_\_\_\_  
Dean

\*Signature by Chair indicates 1) that the project is both sound and appropriate for the candidate, and 2) release time is guaranteed.

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**Application due: November 15**

**Notification by: December 15**