



Provost's Initiative for Class and Service Activities

The Provost's Initiative provides up to two awards annually to groups of Dominican faculty and undergraduate and/or graduate students in recognition of enhancing outstanding teaching through engaging in innovative class and/or service activities. Each group, chosen by an all-university committee of faculty, 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 providing innovative learning experiences in the classroom or in the community which enhance undergraduate or graduate education.

2007-2008 Grant Application Instructions

Description

Funds may be used to support collaborative class/service projects between an undergraduate or graduate student (or group of undergraduate and/or graduate students) and a faculty member (or group of faculty members) in which the outcome is an enhanced educational experience. This includes innovative class activities as well as activities which engage students in University sponsored service in the community. All projects must include at least one full-time or one ranked adjunct faculty member and one undergraduate or graduate 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 or graduate students. Projects which include both graduate and undergraduate students are acceptable.

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, 2008.
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 19

For information contact:

Sherry Volk, AVPAA
(415) 485-3278, volk@dominican.edu

**Provost's Initiative for
Class/Service Activities**

**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: _____

Name and Number of the Class the Project is affiliated with: _____

Community Group Project is affiliated with: _____

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 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: _____

Department Chair

Date

I support this application: _____

Dean

Date

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

Deadline: Friday, October 19, 4 p.m.

**Academic 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: Class Project Community Service Project				
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:

Submission from:	Department	Department	Department	Department
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
TOTAL RANKING				
Evaluator's prioritization of projects for funding				
Questions/Comments				