**Kutztown University Grant Proposal Writing Fellows Program**

**Guidelines**

**Purpose**

The Grant Proposal Writing Fellows Program was established to support a one semester, one course (1/4 load) reassignment of workload to faculty members for the purpose of encouraging external grant applications for the mutual benefit of the University and the faculty. Fellows will be required to develop and submit applications for extramural funds during the fellowship term.

**Eligibility**

In order to be eligible for a grant writing fellowship, applicants must: (1) have a full-time tenure or tenure-track appointment (not on sabbatical); (2) agree to remain in a full-time position at Kutztown University the semester following the fellowship term; (3) have complied with all requirements, including a submission of a final report for all previous grants/awards; and (4) not be required to write grants as part of one’s normally assigned duties. A faculty member shall not receive a fellowship more than once every three years.

**Number of Fellowships Available**

Two fellowships will be offered each year. Fellowships must occur during the spring semester.

**Fellowship Proposal Format**

The fellowship proposal shall not exceed 5 pages (items 1-4 below); excluding the vita and report (items 5-6 below). The completed and signed application cover sheet must be the first page of the application, and it does not count toward the page limit.

1. A summary of the grant project – describe the research or project in which you will be seeking extramural grant funding. Include the goals and objectives of the project as well as why the work is important.
2. A plan of activity – describe the plan of activity, including a timeline, for the fellowship.
3. Faculty growth and development - explain how the proposed activity fits into your scholarly agenda and overall professional development.
4. Grant funding source – describe the grant funding source and estimate of grant funds. For example, name the external funding agency, the specific funding program, and the amount of funding that will be included in the grant application. Also, briefly describe how the proposed research or project fits within the funding agency’s priorities.
5. A current vita and/or evidence of background/preparation in the topic area, if appropriate. This section must be limited to 3 pages.
6. A report from previous fellowships, if applicable.

**Submission and Deadline**

An email with the proposal attached must be received by the Office of Grants & Sponsored Projects (werner@kutztown.edu) by 4:00 PM on Monday, February 15, 2021. Questions may be addressed to Jeffrey Werner.

**Review of Proposals**

Applicants are reminded that their proposals will be reviewed by a diverse group of their peers who may not be well-versed in the subject area of the project or with the discipline involved. The burden of proof lies on the applicant to convince this professional-lay group that the proposal has merit and that it is feasible. The proposal should be clearly presented, and it should be as free of technical jargon as is reasonably possible. The proposal should be proofread carefully for typographical errors.

Fellowship proposals will be reviewed by the Professional Developmental Committee, which is composed of faculty representatives from each college and the Director of the Office of Grants & Sponsored Projects. An external evaluator may be included in the review process, if needed.

Applications will be reviewed using the following criteria: (1) merit of the research or scholarly activity to be proposed in the extramural grant application; (2) likelihood of grant funding – relevance of the proposal to the funding agency’s priorities; (3) faculty growth and development; and (4) the applicant’s qualifications. Evaluators will review the proposals in collaboration with the Office of Grants & Sponsored Projects. Proposals must be of merit to be considered for the fellowship.

If the number of acceptable fellowship proposals exceeds the number of available grant writing fellowships, priority of award shall be determined based on the fellowship proposal review as mentioned above and the number of fellowships awarded to each college. Preference may be given to applicants proposing to write applications for larger grants with substantial indirect costs and/or applicants who have not previously received a grant proposal writing fellowship.

**Fellowship Award**

A recipient of the grant proposal writing fellowship will receive a one semester, one course (1/4 load) reassignment of workload during the spring semester. The fellowship may be deferred up to one academic year if necessitated by the program need. The faculty member must provide a notice of deferral in writing to the Office of Grants & Sponsored Projects upon award of the fellowship. A deferral will not impact the number of fellowships awarded the following year.

**Conditions**

1. Each applicant in her/his grant fellowship proposal shall inform the University of other salaries, grants, fellowships, or financial support for which the employee has applied or does receive. If notice of support is received after the fellowship proposal is submitted, the applicant shall notify the Office of Grants & Sponsored Projects.
2. Any change in the grant fellowship, which significantly modifies the original fellowship proposal must be reported to the Office of Grants & Sponsored Projects before the grant fellowship is undertaken.
3. The extramural grant proposal(s) developed during the period must be in the applicant’s field.
4. The expectation is the proposal results in an award to the institution, not to the individual. This means that the funding agency awards the funding to the institution and those funds are established in a separate cost center budget within the University’s accounting system.
5. Fellows have one year from the start of their fellowship, or as appropriate with agency grant submission schedules, to submit the extramural grant application. If the initial submission is not funded, the applicant will work with the Office of Grants & Sponsored Projects or a grant writing coach to discuss and develop a plan for resubmission.

**Required Report**

Within one month after learning the results of their extramural grant submission, the faculty member shall file a written account of grant proposal writing activities and accomplishments as related to the goals and objectives stated in the fellowship proposal. The report shall include: (1) a summary of the project/work accomplished; (2) progress toward the completion of the project, if awarded the extramural grant; (3) an updated vita, including works-in-progress; and (4) a discussion of future benefit resulting from the grant proposal writing fellowship.

The report must be submitted to the Office of Grants & Sponsored Projects. The Vice President for Academic & Student Affairs shall review the report and mark the report as complete/incomplete. The faculty member will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future grant proposal writing fellowships. The Vice President will provide the report to the respective department chairperson and dean.

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 **Application Cover Sheet 2021-22**

Complete this cover sheet and submit it to the Office of Grants & Sponsored Projects with the proposal.

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Name:

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College:

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Department:

Requested Load Reduction (check one): Spring 2022\_\_\_\_\_

Expected External Funding Source:

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Estimate of the Amount of Grant Funding:

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Signatures

Applicant Date

Approval by Department Chair Date

Approval by Dean Date