

FALLS DEPARTMENTAL INITIATIVE FUND (RFP in 2007-08 for 2008-09 academic year)

Glenn Falls and his late wife Ruth Falls created an endowment fund, the earnings of which will be available to all academic departments on a competitive basis for the improvement of the academic program of the university at the departmental level. This fund will provide the resources to allow entrepreneurial and ambitious departments the means by which they can undertake initiatives that would be helpful to their long-term growth and strengthening.

How will the funds be put to use? Each year, the endowment earnings will go into a restricted account to be administered by the office of the Vice president for Academic Affairs. The money in the restricted account will be granted to academic departments on a competitive basis. It is the intention of the donors that qualifications on the use of the fund ought to be as flexible as possible. Part I, described immediately below, requests proposals of a longer-term, more enduring nature. Part II, described on page 3, requests proposals for the planning of conferences or the hosting of speakers that will be one-time events.

Part I proposals will be prioritized for funding based on the following guidelines.

Higher Priority Proposals

1. Proposals aimed at developing new programs. The funds may be needed for feasibility studies, start-up costs, faculty training, advertising, etc.
2. Endeavors to improve existing curriculum designs, content, and/or assessment studies. The funds may be used to orient faculty members to stimulating ideas from the larger academic community. The intent would be improving the quality of the graduate.
3. Projects undertaken jointly by more than one department to improve academic quality.

Lower Priority Proposals

1. Funding for departmental faculty development (workshops, training, conferences)
2. Funding for faculty and students to attend educational opportunities
3. Purchasing new equipment

The application must include the following information:

1. Description of the project including the rationale for implementation
2. The relationship between the project and the mission and goals of the institution.
3. Time line for work completion
4. Benefits to the institution and the academic department
5. Complete budget request form (see budget form following this RFP)
6. Goals with measurable objectives
7. Letters of support from the Dean or Director of the academic unit

Stipulations:

1. The money should be used for a project supported by the majority of the faculty members within a department. While good ideas often come from one person, the whole department needs to agree that the project is something that all support. The proposal should indicate the extent to which all faculty members agree with it.
2. The funds will be awarded only on one occasion, however the project may extend over one year. A department should not ask for money for a project assuming that it will get additional funding in order to complete the project.
3. A project may be submitted to either the Falls Departmental Initiative Fund or the Faculty Development Fund, but not both within the same year.
4. Any department (or departments) that receives support from this fund will be required to write a report indicating the extent to which it has been able to accomplish the goals it set forth in its proposal.
5. Additional funding will not be given to a department until a report has been received and accepted.
6. Faculty stipends will be consistent with the guidelines written by the Faculty Development Committee.
7. The project must be able to sustain itself after the funding from the Falls Initiative Fund is depleted.
8. In order to be eligible for consideration for a departmental initiative grant, the department must have all major assessment processes in place and approved by the Assessment Committee.

Awards

For the 2008-2009 academic year, one to five Part I grants will be awarded disbursing approximately \$50,000. (The total amount available could vary depending on the endowment payout approved by the university's Board of Trustees.) The grant requests should range between \$5,000 and \$25,000.

Falls Departmental Initiative Fund – Part II

Recognizing that some departmental needs cannot be addressed by the Falls Departmental Initiative Fund in the way that it was originally configured, a way is being opened for a different kind of activity. Part II of the fund will make available up to \$10,000 to a department wishing to host a scholarly event or to bring a special guest to the campus. Unlike the activities encouraged in Part I, these events may be one-time events and do not have to be self-sustaining. The goal of Part II is to allow for the planning of a special event of the kind to bring to campus an individual scholar, writer, musician or artist, or a group of scholars, writers, musicians, or artists. Hopefully the events or activities contemplated for Part II funds would be generally accessible to the wider campus community.

Many of the criteria for Part I grants would also apply to Part II grants:

The application must include the following information:

1. Description of the project including the rationale for implementation
2. The relationship between the project and the mission and goals of the institution.
3. Time line for work completion
4. Benefits to the institution and the academic department
5. Complete budget request form (see budget form following this RFP)
6. Goals with measurable objectives
7. Letters of support from the Dean or Director of the academic unit

Stipulations:

1. The money should be used for a project supported by the majority of the faculty members within a department. While good ideas often come from one person, the whole department needs to agree that the project is something that all support. The proposal should indicate the extent to which all faculty members agree with it.
2. Any department (or departments) that receives support from this fund will be required to write a report indicating the extent to which it has been able to accomplish the goals it set forth in its proposal.
3. In order to be eligible for consideration for a departmental initiative grant, the department must have all major assessment processes in place and approved by the Assessment Committee.

Applications:

1. For either Part I or Part II grants that are payable in the 2008-09 school year, applications must be received by February 8, 2008, with the announcement of fund recipients made by March 1, 2008.
2. Reports are due on September 1 of the subsequent academic year relating progress toward the goals and objectives of the project.
3. A committee consisting of the Academic Cabinet, the chair of the Faculty Development Committee, and three faculty will evaluate the proposals and make decisions about which should be granted.

Carl Caldwell

December 21, 2007

Budget Request Form -- Part I Proposals
 Falls Departmental Initiative Grant Proposals

	AMOUNTS Requested	Approved
Registration fees		
Air transportation		
Ground transportation @ 0.44/mile (using own vehicle)		
Rental car & related expenses		
Lodging (____ days @ \$____/day)		
Meals (\$_____ per day)		
Equipment / Supplies (provide details)		
Printing / Mailing costs		
Miscellaneous expenses (provide details)		
<i>Student stipend</i> request (where applicable)		
<i>Faculty stipend</i> request (where applicable)		
TOTAL BUDGETED EXPENSES		
<i>Outside Funding requested</i>		
Other <i>Institutional funding</i> requested		
TOTAL of UNFUNDED expenses		
TOTAL FUNDING REQUEST from FALLS DEPARTMENTAL		

Signature of Applicant _____

Budget Request Form -- Part II Proposals
 Falls Departmental Initiative Grant Proposals

	AMOUNTS	
	Requested	Approved
Registration fees		
Air transportation		
Ground transportation @ 0.44/mile (using own vehicle)		
Rental car & related expenses		
Lodging (____ days @ \$____/day)		
Meals (\$_____ per day)		
Equipment / Supplies (provide details)		
Printing / Mailing costs		
Miscellaneous expenses (provide details)		
TOTAL BUDGETED EXPENSES		
<i>Outside Funding requested</i>		
Other <i>Institutional funding</i> requested		
TOTAL of UNFUNDED expenses		
TOTAL FUNDING REQUEST from FALLS DEPARTMENTAL		

Signature of Applicant _____