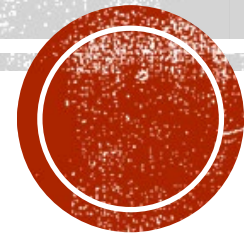


PASSHE FPDC GRANT PROGRAM

Casey Hyatt

Director of Grants, Research, and Sponsored Programs



PURPOSE

- To encourage continuous attention to the professional growth and development
- Strong focus on projects that encourage student success
- Student success in the #1 priority in this program! Must show how professional development will translate into student success



ELIGIBILITY

A PROPOSAL WILL NOT BE CONSIDERED IF IT IS ILLEGIBLE, IF IT FAILS TO COMPLY WITH THE RFP GUIDELINES, OR IF THE INFORMATION PROVIDED IS INCOMPLETE

- Must be a System faculty member that is tenured or tenure track
- Non-tenure track faculty members can apply as a co-project director with a tenured or tenure-track faculty member as the project director
- Can be on sabbatical but may not request salary for replacement faculty
- If a final project report for any current or previous FPDC awards were not submitted, not eligible to apply for this round



CRITERIA AND DEFINITIONS

THE FOLLOWING CRITERIA WILL BE APPLIED IN EVALUATING ALL GRANT PROPOSALS:

- Potential Professional Development Benefits to be realized by Faculty Member(s) involved
 - Correlate in some way to student success
 - Increasing knowledge in one's discipline, related discipline; or interrelationships among disciplines



CRITERIA AND DEFINITIONS

THE FOLLOWING CRITERIA WILL BE APPLIED IN EVALUATING ALL GRANT PROPOSALS:

- Significance and Impact of the Proposed Project
- Projected Outcomes in Relation to the Purpose of the RFP and the specific Category
 - Priority will be given to projects that focus on student learning and development and ultimate student success.
 - How the funds impact student outcomes that contribute to successful lives and careers?
 - What others will learn or how they will benefit from the work.



CRITERIA AND DEFINITIONS

THE FOLLOWING CRITERIA WILL BE APPLIED IN EVALUATING ALL GRANT PROPOSALS:

- **Clarity, Completeness, and Reasonableness of the Proposal and the Budget Request, including adhering to the guidelines.**
 - Specifically address the following points as completely as possible in non-technical language:
 - What you or others have done previously that relates to your project
 - What you expect to accomplish
 - What work will be done during the course of the project
 - Who will perform the work
 - How, where, and when the work will be performed



CRITERIA AND DEFINITIONS

THE FOLLOWING CRITERIA WILL BE APPLIED IN EVALUATING ALL GRANT PROPOSALS:

- **Feasibility of Realizing the Project's Objectives Given Applicable Expertise, Financial Resources, and Proposed Timeline**
- **Appropriateness for System Faculty Professional Development Council Funding**
- **Adherence to Guidelines, including format, completeness, and designation of correct category, or your proposal will be returned without review.**



GENERAL STIPULATIONS

- May not submit more than one proposal for which you are serving as Project Director
- Must choose the category that represents the best fit for your proposal
- Projects may start immediately upon receipt of an award notice. Must be completed by October 31, 2026.
- Final reports must be submitted within 30 days of the project's completion, but no later than November 30, 2026. Funds not used must be returned at the end of the project.



GENERAL STIPULATIONS

- Maximum grant award is \$10,000
- SRU can submit up to 18 proposals to PASSHE
- Not intended to be a continuing support mechanism for ongoing projects
- If you receive funding, it is expected that you serve as a peer reviewer in future years
- Must follow the institution's policies/guidelines when implementing your project



SRU SUBMISSION REQUIREMENTS AND DEADLINE

- Deadline is Tuesday, January 21, 2025 by 4:00pm
- SRU Professional Development Committee members will review proposals
- Complete the Transmittal Form in the RFP.
 - This form is due with the proposal by the same deadline



SRU SUBMISSION REQUIREMENTS AND DEADLINE

- Complete the Title Page included in the RFP
 - Budget Considerations
 - PASSHE limits reassigned time to funding a replacement faculty position at the instructor level (Q01 Step 1).
 - Fringe benefits are a university cost share
 - Summer stipends must be calculated at the rate the individual faculty member is eligible to receive.
 - PASSHE will award no more than \$2,000 per faculty member per month for up to two months during the summer.



SRU SUBMISSION REQUIREMENTS AND DEADLINE

- Submit the title page, project narrative and budget in a single Word document by e-mail to casey.hyatt@sru.edu by 4:00pm on Tuesday, January 21, 2025.
 - Insert “FPDC Grant Proposal” in the subject line of the email.
 - Letters of endorsement (required for Category 5 submissions only) should be scanned into one PDF document and attached to the e-mail.
 - Transmittal Form should be signed by the faculty project director, their department chair and dean then scanned into a PDF document and attached to the e-mail.
 - Any required letters of endorsement, letters of collaboration or forms requiring signatures must be included in the proposal PDF file.
- **DO NOT E-MAIL YOUR PROPOSAL DIRECTLY TO PASSHE**
- **DO NOT INCLUDE ANY APPENDICES THAT ARE NOT REQUESTED IN THE RFP!**



EVALUATION PROCESS FOR THE ANNUAL GRANT PROGRAM

- Award notifications are expected to be announced around end of April – beginning of May 2025
- Approximately 38 proposals are expected to be awarded



CATEGORIES

- 1-A: Joint Faculty-Student Research
 - The purpose of this category is to promote faculty and student interest and involvement in research projects in all disciplines where that research will contribute to professional growth.



CATEGORIES

- 1-B: Faculty Research
 - The purpose of this category is to promote and support individual and joint faculty research projects in all disciplines where that research will contribute to professional growth.



CATEGORIES

- **2: Joint Faculty-Student Public Service**
 - The purpose of this category is to promote and support faculty and student involvement in public service.



CATEGORIES

- 3: Creative and Performing Arts
 - The purpose of this category is to support activities and projects in the creative and the performing arts with demonstrated relevance for professional development.



CATEGORIES

- **4: Innovation in Teaching and Improvement in Student Learning Outcomes**
 - The purpose of this category is to explore innovative or alternative instructional methods (including effective use of technology); conduct classroom research; revise curricula; or develop assessment strategies intended to strengthen teaching and learning.



CATEGORIES

- **5: Individual Career Enhancement**
 - The purpose of this category is to support an individual faculty member's career enhancement. This refers to enhancing knowledge, understanding, or skills that facilitate advancement, success, renewal, and fulfillment in the profession as it equates to increased student learning.



PROPOSAL INSTRUCTIONS

- **Strict limits on length of proposals**
- **Proposals that do not adhere to the Format Guidelines will not be reviewed!!!**
- **Read and re-read the RFP!!!!!!**



FORMAT GUIDELINES

- The Grant Proposal narrative including the budget summary and budget notes must not exceed 6 pages, single-spaced
- DO NOT ATTACH OTHER ITEMS OR APPENDICES THAT ARE NOT LISTED IN THE RFP
- The following items must be included in addition to the 6-page narrative:
 - The Title Page
 - Required two-page curriculum vitae only for the Project Director and Co-Project Director(s) that are indicated on the cover page



FORMAT GUIDELINES

- Short list of references – not to exceed one page
- A one-page summary of any previous FPDC grant(s) received by the Project Director
- Two letters of endorsement for Category 5 only
- A copy of the title page and signature page of any contract directly related to your project
- Letters of collaboration of any category.



FORMAT GUIDELINES

- Font size must be no smaller than 11pt; Margins no less than one inch
- All pages of the narrative, including budget, must be numbered, preferably at the bottom
- Avoid disciplinary jargon
- Check and re-check the budget instructions to be sure that your proposed budget is in compliance and follows the format given on page 15 of the RFP.



CONTENT GUIDELINES

Some categories call for additional information, but the following must be included in all grant proposals:

- Title page – use required format (page 14 of RFP)



CONTENT GUIDELINES

- **Project Narrative** – Should be concise, but include sufficient information. Lay language. Be specific and informative. All narratives must include the following sections:
 - Background and Significance (approximately 1 page)
 - Goals and Objectives (approx. 1/3 to 1/2 page)
 - Description of Project (approx. 2 pages)
 - Expected outcomes (approx. 1/2 page)
 - Project Evaluation (approx. 1 page)
 - Project Budget (approx. 1 page)



CONTENT GUIDELINES

■ Budget Notes Example:

Budget Notes:

The faculty is requesting a two-month salary (\$2,000 per month for two months) with a total of \$4,000 for June and July 2025. Based on the faculty salary, the faculty will spend approximately 27 hours (hourly rate for the faculty is \$73.95 per hour) on the project during the summer. The faculty will spend this time training the students on _____. Furthermore, the fringe benefit rate for the faculty is 33.55% which makes the university contribution equal to \$1,342. Considering the student FICA (\$88), as discussed below, as a part of the university contribution, the total of the benefits is \$1,430.

An amount of \$2,423 is requested for the student wages for one year of the project. The student will work 15 hours per week for nine weeks during summer 2025 ($9 \text{ weeks} * 15 \text{ hrs} * \$8.5/\text{hr} = \$1,148$). There is also a 7.65% university contribution for FICA which is equal to \$99. He will continue working on the project for 5 hours per week for the rest of the project which includes two academic semesters ($2 * 15 \text{ weeks} * 5 \text{ hrs/week} * \$8.5/\text{hr} = \$1,275$). Therefore, the total student wages from the requested grant will add up to \$2,423 and university will contribute \$88 to cover the FICA.

The result of this research is planned to be presented at the _____ conference in Houston, TX in September 2025. The cost of faculty and student travel to the conference is \$1,000 which include a 1-night hotel ($2 \text{ rooms} * 1 \text{ night} * \$122 = \$244$). One day per diem for faculty and staff ($2 * 1 \text{ day} * \$69 = \138), two flight tickets ($2 * \$200 = \400), and conference registration (\$60 for student and \$158 for the faculty).



CONTENT GUIDELINES

- Assurance of compliance with university research requirements
 - Responsibility of the project director to ensure compliance with all university research requirements
- Two-Page CV or resume



CONTENT GUIDELINES

- References
- Previous FPDC Grants and Outcomes
- Category 5 Proposals



BUDGET INSTRUCTIONS

- Must include all anticipated expenses and revenues.
- Projected expenses should be based on estimates provided by suppliers or appropriate university offices.
- Exercise prudence and request funds only for essential costs that cannot be covered otherwise.
- **All amounts should be rounded to the nearest dollar!**
- Please see page 15 of the RFP for specific budget item instructions.



BUDGET INSTRUCTIONS

- **Reassigned Time** – no more than the actual amount required for replacement at the instructor level (Q01 Step 1)
- **Summer Stipends** – no more than \$2,000 per faculty member per month up to two months during the summer
- **Other Stipends** – will not provide funds to pay stipends to System faculty for participation in professional development activities, such as workshops, retreats, etc.
- **Student Wages** – exact nature of work to be performed should be indicated either in proposal narrative or the Budget Notes. Requests that exceed minimum wage are allowed but must include justification in terms of university policy. Clearly state how much students will be paid and for how many hours.
- **Fringe Benefits** – all fringe benefits must be a university contribution.
- **Honoraria** – no more than \$750 per day per person for external consultants or presenters.



BUDGET INSTRUCTIONS

- **Supplies** – consumable items required to carry out project.
- **Equipment** – not to exceed \$4,000 – become property of SRU
- **Operating Expenses** – surveys, paper, postage, off-site facility costs, items typically treated as direct costs.
- **Research Travel** – must conform to SRU's policies and only for travel that is directly related to the proposed project.
- **Presentation Travel** – presentation of a paper on the results of the funded project are allowed, but not to exceed \$2,000 per project, for any/all project personnel, including students, to present results of the funded project only. Must be within the mandatory end date of the project with no extensions allowed solely for presentation travel.
- **Indirect Costs** – not allowed.
- **University Contribution** – not required, but does require information about additional funding, including the university contribution that is being committed to the project.



BUDGET INSTRUCTIONS

- **Other Revenue Sources** – should be listed in this column and included in the Budget Notes.
- **Contracts** – proposals that involve a contract for a book or other materials to be prepared as part of the project must append a copy of the contract's title page and signature page **ONLY**.

REQUIRED FORMAT FOR THE BUDGET SUMMARY APPEARS ON PAGE 15 OF THE RFP!



REQUIRED FORMAT FOR TITLE PAGE

University Proposal #

FOR PASSHE OFFICE USE ONLY: FPDC proposal #

Project Title:

RFP Category:

Total Grant Amount Requested from FPDC:

Discipline:

Sub-Discipline:

Project Director (name, position, department, university, telephone number, and e-mail address):

Faculty Status (see definitions below): Tenured

Probationary

Non-Tenure Track

Co-Project Directors, Collaborators and Students (include names; e-mail addresses; departments, affiliations, or majors; **and indicate if a Co-Project Director, Collaborator or Student**):

IRB/IACUC Status: Approved (Protocol #) Pending N/A

ABSTRACT (one paragraph of approximately 150 words in non-technical language):

Endorsement: _____ Chair, University Faculty Professional Development Committee Date

Endorsement: _____ University Provost or designee Date

Faculty Status Definitions: Probationary Non-Tenured Faculty - a faculty member who is appointed to a tenure track position and who has not been granted tenure. Non-Tenure Track Faculty - a faculty member who is appointed to service in a position in which service will not be credited toward tenure, for example Temporary Part-Time or Temporary Full-Time or Regular Part-Time faculty.



REQUIRED FORMAT FOR BUDGET SUMMARY

Round off all numbers to the nearest dollar, and list only whole dollar amounts. You may delete project budget line items from the table below if not being used.

Project Budget Line Items	Proposed Grant	University Contribution	Other Revenue Sources	Totals
Salaries/Stipends				
Student Wages				
Benefits	XXXXXX			
Honoraria <small>(for consultant)</small>				
Supplies				
Equipment				
Operating Expenses				
Travel				
Other				
Totals*				

This figure is the total grant amount requested from the FPDC and must be listed on the title page of the proposal. Check addition carefully.

Budget Notes – Supporting detail for all budget items must be provided. Show how particular amounts were calculated.



REQUIRED FORMAT FOR LETTERS OF COLLABORATION

The language below is the only language that is allowed to be included in a letter of collaboration. Do not include any additional language.

If the proposal submitted by [insert the full name of the Project Director] titled [insert the proposal title] is selected for funding by the FPDC, it is my intent to collaborate and/or commit resources as detailed in the Project Narrative section of the proposal.

Signature

Date

[name and title of collaborator]



CHECKLIST

- Checklist on page 21 of the RFP is for you....not to be included in the submission!
- Please use checklist to make sure you have all pieces of the proposal together before submitting to my office.
- PROPOSALS THAT DO NOT MEET THE GUIDELINES OR DO NOT INCLUDE REQUIRED DOCUMENTS WILL NOT BE REVIEWED!
- THE CHECKLIST IS NOT ALL INCLUSIVE! FOLLOW THE GUIDELINES IN THE ENTIRE DOCUMENT!



QUESTIONS?

Contact Information:

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724-738-2045

casey.Hyatt@sru.edu

Grant Accountant Contact Information:

Sarah Filges

104 Old Main

724-738-2236

sarah.filges@sru.edu

