

CHAPTER NINE
FACULTY DEVELOPMENT, GRANTS, AND SPONSORED
RESEARCH

PART I: FACULTY DEVELOPMENT

I. POLICIES AND PROCEDURES OF THE TOWSON UNIVERSITY FACULTY DEVELOPMENT AND RESEARCH COMMITTEE

A. Research Grants

Research is defined as "diligent and systematic inquiry or investigation into a subject in order to discover or revise fact, theories, applications, etc." Monetary awards and assigned time awards for purposes other than research--no matter how worthy the endeavor or project--cannot be awarded as faculty research grants.

B. Qualifications For a Faculty Research Grant

1. The committee shall make grants (not normally to exceed \$2400 and/or 3 hours assigned time) for the following purposes:
 - a. Any research activity by a faculty member in which he/she acts as the primary investigator and not just as supervisor of studies, and which is expected to lead to a scholarly publication, performance, or exhibit.
 - b. Purchase of reference books, supplies, and equipment not now available on campus and necessary for carrying out the research project. All such items shall, upon completion of the project, be assigned to the University in a manner to be determined by the committee at the time of the approval of the grant.
 - c. Travel of the researcher relevant to obtaining data for the approved research project. Fundable travel expenses include meals and lodging up to the daily maximum allowable by State regulations, but for no more than ten (10) days, and transportation. Foreign travel will be funded only up to two-thirds of the transportation costs.
 - d. Regular part-time faculty members are eligible to apply for FDRC research grants. Temporary part-time faculty members are not eligible. Full-time visiting faculty are eligible during the term of their contract.
 - e. In years in which the funding is available, the FDRC gives a number of Summer Research Stipends to release faculty members from the necessity of teaching a summer course in order to permit them to conduct/continue research.

2. The committee shall not make research grants for any of the following purposes:
 - a. Normal course development projects or study guides.
 - b. Any expenses related to the preparation or completion of a thesis or dissertation.
 - c. Purchase of books authored or edited by the faculty member for distribution to colleagues or to other institutions.
 - d. Student projects, particularly those involving academic credits and dissertation and/or thesis research.
 - e. Any project primarily for monetary gain, as determined by the committee. If the project should result in monetary gain, the first royalties amounting to the total of the grant must be returned to the University.

C. Procedure

1. Deadlines for submission of applications for grants will normally be the second Friday of the fall and spring semesters. Summer stipend applications should be submitted under the spring deadline.
2. Application forms will be available on the web under the office of University Research Services and in all chairpersons' offices prior to announced deadlines.
3. No applications will be accepted after the stated deadline date and time.
4. Applications which do not follow the prescribed format and procedures and/or which exceed the requested length may be disqualified at the committee's discretion.
5. If the project involves any use of human participants (including by way of survey or questionnaire), the committee will consider the application only if application for approval from the Institutional Review Board for the Protection of Human Participants has been made by the time the research application is submitted. The Review Board requires that plans for the use of human participants include procedures for obtaining the informed consent of all participants, for maintaining the security of data, and for assuring the anonymity of subjects in the reporting of the data. For information concerning Review Board procedure, see "Towson University Policy on Protection of Human Participants in Research Conducted by or with Faculty, Staff, and Students."
6. If the project involves any use of vertebrate animal subjects, the committee will consider the application only if application for approval from the Institutional Animal Care and Use Committee has been made by the time the research application is submitted.
7. Where services are to be funded as part of the grant, the applicant should itemize the services and specify for each type of service the cost per hour or other cost basis.

D. Responsibilities of Faculty Members Receiving Faculty Research Grants

1. All persons receiving grants must signify their intent to accept, spend, and account for funds granted within two semesters; they do so by signing and returning the letter of acknowledgment to the committee within ten days after being notified of their award. If the committee receives no acknowledgment within that time, the funds will be reallocated to other applicants.
2. The researcher is responsible for implementing the research project as approved by the committee. Any changes in design or methodology must be approved by the committee. Prior approval must be obtained through the chairperson of the committee.
3. In order for research purchases to be exempt from state sales taxes and for the user to be eligible for any educational/institutional discount, the University allows its name to be used for billing purposes. However, all invoices must be clearly identified as research projects and by whom the purchase was made. Invoices may be mailed to the Accounts Payable Department; they will then be forwarded to the grant recipient for payment. When required or convenient, purchases should be made through the University Procurement office.
4. Recipients of research grants, assigned time grants, or Summer Research Stipends must, in any publication resulting from the project, acknowledge the support of the Faculty Development and Research Committee of Towson University.
5. Faculty members who receive an assigned time grant may not teach off-load courses or engage in other outside work equivalent to teaching one off-load course in addition to their regular teaching load.
6. Recipients of Summer Research Stipends may teach two summer courses of no more than eight credit hours at Towson University or elsewhere during the summer for which the stipend was granted.
7. An accounting must be made to the committee of all expenditures made under a given grant. This may be done upon completion of the project, but must be submitted no later than the date stipulated in the letter awarding the grant. A form for this purpose (Fiscal Report Form) is provided by the committee.
8. Since Summer Research Stipends are meant to replace foregone summer teaching salary, no fiscal report is required. However, recipients of Summer Research Stipends must submit a written report (see below) by the end of the fall semester following the summer for which the stipend was received.
9. A written report of the results of the research and one copy of the scholarly product (to be) published must be submitted to the committee along with the completed Fiscal Report Form. If the product has not yet been published, a copy of the typescript should be submitted with the written report, and a copy of the published work should be submitted as soon as it is available. After the committee has completed its review of the written report, the copy of the published work will be sent to the University archives. (Note: Where the scholarly product is a performance or exhibit, the researcher should submit the printed program or other such documents as the "published work.") If the researcher fails to submit an acceptable written report, no further grants will be

made by the committee to that person until all reports are current.

Approved by the University Senate, October 7, 1990

II. POLICIES AND PROCEDURES OF THE TOWSON UNIVERSITY FACULTY DEVELOPMENT-TEACHING ENHANCEMENT GRANTS PROGRAM

Grants awarded through the Faculty Development- Teaching Enhancement Program are intended to encourage and recognize faculty and departmental excellence in teaching and scholarship and are specifically intended for faculty self-improvement or renewal.

Grants will be awarded primarily for human services, tuition or the purchase of equipment or supplies.

Because of the diversity of faculty and departmental needs, projects involving a wide range of scholarship, teaching, and curriculum will be considered, including development of new academic competencies by individuals.

These grants are separate from grants for faculty research and for travel to make presentations at scholarly meetings. Normally, Faculty Teaching Enhancement Grants are made during the fall and spring semesters. Summer projects designed to improve teaching are funded through the Summer Mini-Grant Program.

A. Qualifications For a Faculty Teaching Enhancement Grant

1. The Faculty Development and Research Committee shall make grants for the following purposes:
 - a. Faculty activities which advance the scholarship of the individual faculty member or of the department.
 - b. Development of new or unique teaching methods.
 - c. Development of new or unique curricular improvements.
 - d. Development of new academic competencies by individuals.
 - e. Manuscript preparation.
 - f. Adjunct faculty members are eligible to apply for FD-DE grants. Full-time visiting faculty and lecturers are eligible during the term of their contract.
2. The committee does not make grants for any of the following purposes:
 - a. Normal course development or activities which are part of a faculty member's regular responsibilities.
 - b. Pursuit of additional degrees beyond the normal terminal degree, unless they are part of an approved re-tooling plan.
 - c. Any project primarily for monetary gain, as determined by the committee. If the project should result in monetary gain, the first royalties amounting to the total of the grant must be returned to the University.

B. Procedure

1. Deadlines for submission of applications for grants will normally be the first week of the fall and spring semesters.
2. Application forms will be available on the web and in all chairpersons' offices prior to announced deadlines.
3. No applications will be accepted after the stated deadline.
4. Applications which do not follow the prescribed format and procedures and/or which exceed the requested length may be disqualified at the committee's discretion.
5. Budget items should be clearly itemized, including the cost per hour for any services.
6. All grant applications must include the signature of the faculty member's chairperson.
7. The original and eight (8) copies of the application must be submitted to the Faculty Development Office before the deadline.

C. Responsibilities of Faculty Members Receiving Grants

1. All persons receiving grants must signify their intent to accept, spend, and account for funds granted within two semesters; they do so by signing and returning the letter of acknowledgment to the committee within ten days after being notified of their award. If no acknowledgment is received by the committee within that time, the funds will be re-allocated to other applicants.
2. The faculty member is responsible for implementing the project as approved by the committee. Any changes in design or methodology must be approved by the committee. Prior approval must be obtained through the chairperson of the committee.
3. Any publication resulting from the project and any public announcements of conferences, exhibits, or performances at which results of the project are presented must acknowledge the support of the University and Research Committee of Towson University.
4. A written report of the results of the grant project must be submitted no later than the date stipulated in the letter awarding the grant or by the date requested by the Office of University Research Services. The report should include an account of all expenditures made under a given grant. All expenditures must be justified by receipts. The only exceptions to this rule are expenditures for which no direct receipt can be obtained, such as travel by car. All funds not spent by the end of the stipulated time must be returned to the University. If the grant recipient fails to submit an acceptable report, the committee may request that all funds be returned to the University and/or that the recipient be ineligible for any future grants under the FDRC submission program.

Approved by the Faculty Development and Research Committee

III. POLICIES AND PROCEDURES OF THE TOWSON UNIVERSITY SUMMER MINI-GRANT PROGRAM

One of the preeminent objectives of the Office of University Research Services (OURS) is to promote an ongoing review of efforts to provide quality education to students. The Mini-Grant Program is designed to give faculty an opportunity during the summer months to spend time working on ways to improve the instructional program at Towson. Proposals may be directed towards any segment of the academic program, including day, evening, or summer--at the undergraduate and/or graduate level. Grants are made for projects of exceptional merit and cannot be given for course development that is part of the "normal" expectation of all faculty.

A. Qualifications For A Summer Mini-Grant From The Faculty Development And Research Committee

1. Grants are awarded primarily for human services and for the purchase of equipment, supplies, etc. Ordinarily, clerical services should be provided by the applicant's department. Requests for funds to purchase equipment, supplies, or services will be considered but are not encouraged. Funds for the latter will come from the operating budget of the University, so funding is very limited.
2. The amount of stipends may vary according to the availability of funds, the nature of the proposal and the length of time required for completion. Applicants should note that the stipend is taxable.
3. Ordinarily, the grant period should not continue beyond the beginning of the fall semester. Where it is necessary to perform certain evaluation techniques during the academic year, this should be clearly spelled out in the proposal.

B. Procedures

1. Nine copies of the application must be submitted to the OURS. The deadline for applications will be announced annually.
2. Applications received after the announced deadline will not be considered for funding.
3. Application forms will be available on the web and in all chairpersons' offices prior to the announced deadlines.
4. Applications which do not follow the prescribed format and procedures and/or exceed the requested length may be disqualified at the committee's discretion.
5. Applications must be signed by chairpersons as an acknowledgment that the chairperson has read the proposal. The signature does not indicate approval or disapproval.

C. Responsibilities of Faculty Members Receiving Summer Mini-Grants

1. All persons receiving grants must signify their intent to accept, spend, and account for funds granted within two semesters; they do so by signing and

returning the letter of acknowledgment to the committee within ten days after being notified of their award. If no acknowledgment is received by the committee, the funds will be re-allocated to other applicants.

2. The faculty member is responsible for implementing the research project as approved by the committee. Any changes in design or methodology must be approved by the committee. Prior approval must be obtained through the chairperson of the committee.
3. Any publication resulting from the project and any public announcements of conferences, exhibits, or performances at which results of the project are presented must acknowledge the support of the Faculty Development and Research Committee of Towson University.
4. A written report of the results of the grant project must be submitted no later than the date stipulated in the letter awarding the grant or by the date requested by OURS. The report should include an account of all expenditures made under a given grant. All expenditures must be justified by receipts. The only exceptions to this rule are expenditures for which no direct receipt can be obtained, such as travel by car. All funds not spent by the end of the stipulated time must be returned to the University. If the grant recipient fails to submit an acceptable report, the committee may request that all funds be returned to the University and/or that the recipient be ineligible for any future grants under the FDRC Program.

Approved by the Faculty Development and Research Committee, January 5, 1994

IV. POLICIES AND PROCEDURES OF THE TOWSON UNIVERSITY GRANT-WRITING ASSISTANCE AWARDS PROGRAM

A. Purpose

In recognition of the significant increase in scholarly production among the faculty and to assist those engaged in research who need larger funding than is currently available through Faculty Research Grants, a grant program to assist in the writing of major grant proposals has been established. Faculty who are pursuing grants from agencies outside the University may apply for monetary grants for assigned-time awards.

B. Application Procedures

To apply for a Grant-Writing Assistance Award faculty must submit:

1. a prospectus explaining the purpose of the grant and an overview of the research project.
2. a copy of the agency grant application and a statement of why the research project is appropriate for this particular agency's program.
3. a statement of the timetable for writing the grant application.
4. a draft of the proposal budget by line item.

5. if assigned time is requested, an explanation of how the assigned time would be used to reduce teaching responsibilities.
6. if a monetary grant is requested, an itemized budget of how the money would be spent.

The application for a Grant-Writing Assistance Award should be submitted in triplicate to the Associate Vice President for Faculty Development.

C. Application Deadline

Because grant deadlines for funding agencies vary, an application for a Grant-Writing Assistance Award may be submitted at any time during the academic year. Requests for assigned time, however, must be made one full semester in advance of when the actual assigned time will be used in order to permit department chairpersons to adjust teaching schedules.

Approved by the Provost, October 10, 1988