

## **COMMITTEE ON PROFESSIONAL DEVELOPMENT**

### **Policies and Procedures for Proposals and Reports**

When making decisions about approving reports and funding proposals for summer faculty developing grant, the Committee on Professional Development follows these six policies:

#### **Project proposal:**

1.) Applicants for faculty development grants should keep in mind that the proposals are competitive. Priority for funding will be given to those proposals that state a clear project outcome and that clearly define the parameters of the proposed research and the schedule for completing it, explaining it fully in the context of the applicant's ongoing research agenda.

2) Proposals that are incomplete and projects that are ill-defined are unlikely to receive funding recommendation.

#### **Report Submission:**

Reports are to be submitted on time, to the portal, with all supporting materials in pdf format.

#### **Late reports**

1) Late reports jeopardize future funding. Late reports will be considered at the discretion of the committee. Reports submitted on time will be given priority for funding.

2) If a summer grant applicant presents evidence of his/her work (e.g. a copy of a published article or draft version of an article or parts of a book, etc.) but does not submit an adequate report about the summer research, the CPD will not fund subsequent proposals from this faculty member until a satisfactory report is submitted.

#### **Project Changes:**

1) If a faculty member proposed to work X number of weeks on a research project, is granted X weeks of funding for the proposed project, and then shifts focus and instead spends X number of weeks (or some portion of those weeks) on a different project, this change is acceptable so long as the project actually undertaken meets the qualifications for funding that the project originally proposed met. In other words, if the committee agrees that the project actually undertaken would have been approved according to the terms of the faculty summer development grant program, had that project been proposed to the committee by the spring deadline, and if the faculty member submits a report in the fall that is then approved by the CPD, there are no repercussions for the change.

#### **Procedure for Project Changes:**

1) In this case, a faculty member should notify the Dean of the College and the Chair of the CPD as soon as he/she becomes aware that he/she would like to pursue a different research project. The letter of acceptance for summer grants currently indicates that faculty who change their projects should make this notification; the Dean's office sends a reminder in late June.

2) If a faculty member changes plans and fails to notify the Dean and chair of CPD and submits a report that does not meet the approval of the CDP because the work actually undertaken does not meet the requirements of the summer faculty development program, this faculty member will not be eligible to receive funding from the faculty summer grant development program again until the original project (or an acceptable substitute) is completed in a subsequent summer. As well, no additional funding will be

issued until the required report is submitted by the faculty member in the following fall semester and approved by the CPD.

### **Deferred Reports**

1.) If a faculty member proposed to work for X number of weeks on a research project, is approved for and receives funding, but then does not perform the proposed research or some acceptable alternative research project for some or all of the weeks, he/she will not be eligible to receive funding from the faculty summer grant development program again until the original project (or an acceptable substitute) is completed in a subsequent summer with no additional funding, and until the required report is submitted by the faculty member in the following fall semester and approved by the CPD. After that point can apply for grants again in future years.

The CDP will keep records about unfinished work and the number of weeks of work that need to be completed before a professor is again eligible for a grant, and will pass these records on to the next year's committee and to the Dean of the Faculty's office so that there is institutional memory in cases in which a proposed project is not completed.

### **Incomplete Projects**

1) It should be noted that these scenarios are different from a case in which a faculty member applies for and receives X number of weeks of funding, works hard for X weeks and makes significant progress, but does not make as much progress as he/she indicated would be made in the proposal. This scenario is probably quite common and does not have repercussions.

2) If, however, in the judgment of the CDP, the materials submitted with a report seem inadequate and don't seem to represent the result of X number of weeks of work, the committee can use its discretion not to fund the applicant again until further evidence of completed work is submitted, particularly if there is a pattern of inadequate evidence of summer research work. Records will be kept by the CPD for future reference about research results deemed inadequate.

### **Models of Successful Proposals and Reports**

Models of successful proposals and successful reports from past years are posted on the Dean of Faculty's web site.