Committee Guidance on Funded and Unfunded Items

The Faculty Development Committee provides the following information as a means of: (1) equipping faculty with knowledge about items the committee does and does not fund; and (2) helping faculty prepare University Grants in ways that increase the likelihood of funding and the amount of funding.

Items the Committee Is Allowed to Fund:

Conference registrations for Virtual Conferences

Equipment for research (when tied to a specific research project that is a part of the grant proposal)

Student workers (undergraduate or graduate; reasonable rates, paid by the hour; most often for research)

Supplies and materials (when tied to a specific grant proposal)

Tuition for professional workshops, seminars, certificates, etc. that are not applied toward a degree

It is important to note that just because an item **may** be funded does not mean it **will** be funded, or, if funded, that it will be fully funded. Limitations in funding typically mean that the committee looks for ways to limit the funding of some grants so that additional grants may be funded. Applicants should know that the committee favorably views the efforts of the faculty to reduce costs by finding, for example, flights and rooms that are less costly. It is often the case, however, that staying at a conference hotel, while more costly, is nonetheless acceptable because of its convenience to conference sessions and because doing so eliminates additional travel expenses.

Items the Committee Does Not Fund:

Events (e.g. conferences) that have taken place prior to review by the Faculty Development Committee

Faculty stipends/salaries

Gift cards (not allowed with state funds; not approved by CSU Foundations)

Graduate Assistantships

Memberships

Tuition (credits toward a degree)

Additional Information:

Honorariums may be included under limited circumstances; we suggest checking before including them in a grant proposal.

Incentives for participating in research studies are limited by the IRS to a value of $25 per item. By law, incentives may be provided to all participants, but the committee suggests that incentives only be included if there are a limited number of recipients and the value of the item is also limited. The committee suggests using random drawings as one means of limiting costs.

Meals/per diem are allowed by policy but are typically not provided by the committee so that more grants may be funded. We suggest not including this item in the proposal except under unusual circumstances.

Suggestions for a More Successful Grant Proposal

1. Ensure that the application is complete. The application need **not** be lengthy to be complete, but all items should be addressed.

2. Submit any required accountability reports.

3. When possible, use clear, nontechnical language.

4. Make clear the outcomes/final products of the project, including whether they fall inside or outside the grant funding period. When conference presentations or the publication of articles will be final outcomes, the commitment to those outcomes is perceived as stronger if the potential conferences and/or journals are identified.

5. Clearly address the merit of the project. It is the most heavily-weighted component of the application. Note that the application calls for the faculty member to address how the project "advances your professional development" and "contributes to the mission and appropriate goals of the department, college, and/or university." It is helpful if the applicant includes such information as the relevance of the project to gaining promotion or tenure, obtaining Graduate Faculty status, improving one's teaching, or other aspects of professional development.

6. Devote sufficient time to developing a detailed budget. Documented quotes are preferred. In their absence, justified estimates (with an explanation of how they were determined) are better than just guessing. Include the details (e.g. cost of room per night, number of nights, etc.) for each item of the budget.

7. Other forms of documentation that are helpful to include are: emails or letters inviting the faculty member to present or providing notification that a conference presentation has been accepted; communication with a publisher; and permissions to access research sites, school systems, etc., if a component of the grant. If an IRB has been submitted or approved, indicate that it has, but do not include the IRB itself.

8. If an accountability report indicates that a conference presentation was made or an article published, that should be indicated, but the presentation or publication need not be attached. However, it would be helpful if the appropriate page from the conference program or the first page of the article were attached.

9. Budget contributions by departments and deans should be limited to funds committed to the grant proposal being submitted rather than an indication of funding provided to a multi-year project.