### FACULTY DEVELOPMENT GRANTS FUND

**INDIVIDUAL FACULTY GRANT APPLICATION FOR**

**ACADEMIC YEAR 2008-2009**

**Eligibility:** To be eligible to apply for an individual faculty development grant, you must be considered a full-time faculty member in Viterbo’s graduate and undergraduate on-campus curriculum, or have an on-going, long-term part-time faculty appointment in the graduate or undergraduate on-campus curriculum. You also must have submitted final reports for grants in the previous two years.

Grant Applicant:

Position at Viterbo: □ Instructor □ Assistant Professor □ Associate Professor

□ Professor □ Adjunct Professor □ Other (specify)

Highest degree earned & discipline:

Department:

Please describe your teaching responsibilities this year, including course numbers and credits:

Recipient of a faculty development grant last year? □ no □ yes

If yes, amount Did you submit a final report? □ no □ yes

Category of funding requested for this grant application: $500 $1000 $2000

Please submit one copy of your proposal to the Director of Faculty Development (Theresa Moore) via e-mail [trmoore@viterbo.edu](mailto:trmoore@viterbo.edu) and to each of the members of the Faculty Development Committee. The names of the committee members can be found at <http://www.viterbo.edu/facdevelop.aspx?id=1922>.

Date proposal submitted: Date proposal received:

A requirement of funding is the submission of a final report summarizing the activity, which is due one month following completion of the activity. If your proposal is funded, your report would be due (please indicate). See last page for a suggested outline for the final report.

Please attach to the application form a complete and typewritten response to each of the items

A.– G.listed below.

A. Please provide a description of the proposed activity and how it relates to your prior work and interests.

B. Please specify the outcomes that you hope to accomplish by engaging in the proposed activity. For at least two of the outcomes, specify a plan to evaluate whether you have accomplished the outcomes.

C. The Faculty Development Committee assumes the learning that is derived from faculty development activities will be integrated in some way into one's teaching. Please describe how you hope to integrate your learning from the proposed activity into your current or future courses.

*A note for conference participants: Not all conferences “deliver” the information or ideas that we anticipate. In the end, if you did not learn what you hoped to bring back to your teaching, please describe that experience in your final report.*

D. Please describe how your proposed activity will contribute to your professional development beyond the classroom.

E.Do you have the support of your dean or department chair for this project?

F. If you are applying for an International Grant, how will your project meet the desired outcomes of Viterbo’s cross-cultural and exchange program?

G. Please provide a timetable and budget for your proposed activity. Please note that the project must fall within the period deadlines established by the Faculty Development Committee.

**Each proposal will be evaluated for completeness, relevance, and quality of information and ideas based on the following:**

1. Clarity of the proposal: clearly stated objectives; clearly stated method for achieving each objective; carefully formulated plan for evaluating whether each objective has been accomplished.
2. connection to teaching: likelihood of integrating new learning into current or new course offerings
3. significance of the project to the faculty member, to the institution, and/or to the wider academic community
4. likelihood of success via performance, exhibition, publication, or some other form of peer or public review.

**Suggested Outline for Final Report**

1. In a one-to-two page narrative, briefly describe your project. Please include the date(s), location, and names of important members of your project.
2. In the narrative, briefly describe which of your project objectives you feel you met.
3. Include in your narrative a discussion of what parts of your project will be implemented in your classroom, in your scholarly research or publication, and/or your civic work. You may want to consider discussing the methods you will use to implement your stated objectives in your classroom, research, and/or civic work as well.
4. Include in your narrative “unexpected surprises” from your project, or disappointments. Was this a project that you would consider again proposing for a FD grant? Why or why not?

Application Procedures: <http://www.viterbo.edu/facdevelop.aspx?id=1164>