

**COLLEGE OF ARTS & SCIENCES
FERRIS STATE UNIVERSITY**

***DEAN'S INITIATIVE AWARD
APPLICATION DIRECTIONS***

DIA for Grant Proposal Submission

The purpose of the Dean's Initiative Award (DIA) is to use funds privately donated by alumni, employees, and friends of the College of Arts & Sciences (CAS) to support development initiatives within the College. These funds will augment faculty and department initiatives.

I. ELIGIBLE APPLICANTS

Any full-time faculty or staff member, group of faculty and staff, or department in the College of Arts and Sciences.

II. ELIGIBLE ACTIVITIES

Faculty and staff may submit DIA applications in support of developing first time **grant proposals for non-FSU granting agencies**. Preference will be given to proposals requesting at least \$25,000. Project ideas may include, but are not limited to, proposals intended to:

- Acquire resources (equipment or time) to conduct research based at Ferris State University.
- Develop marketable new programs and curriculum options (new programs, locations, formats, etc.);
- Provide opportunities for development of students or professionals: speakers, events, or workshops.
- Improve infrastructure or technology in CAS.
- Develop closer ties with professions and industry;
- Develop program-specific recruitment or retention activities and materials
- Develop scholarships;

The DIA application must include STEP 1 of the the Ferris [Notice of Intent to Apply for a Grant](#), and establish a timeline for the submission of the grant proposal that takes into account the university's approval process . Successful applicants agree to submit a completed grant proposal for the dean's approval in time to make the funding agency's deadline. Failure to submit by the specified deadline nullifies the DIA award.

III. AMOUNTS AWARDED:

Faculty and staff may apply for a stipend of 5% of the grant award sought, up to a limit of \$2,500, to be paid after official submission to the external agency. For example, a stipend of \$1,250 could be awarded for a grant proposal totaling \$25,000, with the full \$2,500 paid out for grants exceeding \$50,000.

IV. SUBMISSION PROCESS:

E-mail your Excel application form (with STEP 1 of the Notice to apply to the dean's administrative assistant.

L:\Administrative\Admcoun\casshare\Grants-DIG Guidelines

V. APPROVAL PROCESS:

Applications for a DIA can be submitted anytime throughout the year, but must occur before a grant is submitted to the external agency. The dean's office will notify applicants of the decision to fund a DIA within 14 days after the application deadline.

DIA applications will be evaluated for the impact the grant would have on the College; including, but not limited to:

- Potential impact on curriculum, recruitment, retention or graduation rates in a program or department
- Development or implementation of innovative approaches to education in the college.
- Potential for student involvement in the project.
- Alignment with department or college planning goals.
- Experience of the Principle Investigator (with a preference for first time PIs)

VI. REPORTING:

Submit a copy of the official grant submission acknowledgement (from the external funding agency) to the dean's office.