

**TO:** Tenured and Tenure-track Faculty  
**FROM:** Professional Development Committee  
**DATE:** 09/012/2024  
**SUBJECT:** Professional Development Grants

This document contains:

1. *Information* about the Professional Development Grants;
2. *Guidelines* for submitting Professional Development Proposals;
3. *Dates* for *submitting* proposals;
4. Dates for announcing the awards;
5. Dates for funding availability.

The committee will accept and review application two times during the year, and a third cycle will be offered if there are remaining funds. Faculty should select an application date that allows them to use the award within one year of notification (see dates below).

	<u>Proposal due</u>	<u>Award notification by</u>
First Grant Period:	4:00 pm, First Friday in October	First Friday of November
Second Grant Period:	4:00 pm, First Friday in February	First Friday of March
*Third Grant Period:	4:00 pm, Last Friday of April	Last Friday of May

\* *Subject to the availability of funds.*

To apply for a professional development grant, submit a signed PDF file to: Professional Development Committee, c/o Ruth Foote, CSS 208A or e-mail to: [acadsen@ferris.edu](mailto:acadsen@ferris.edu)

For more information, contact one of the committee members below:

Name	Room	Phone
Kim Beistle	VFS 302	2224
Cheolwoo Lee, BUS	BUS 366	2432
Teresa Bailey (O.C.), OPT	WMed Clinic	N/A
Kari Vavra Janes, PHR	Spectrum Health Butterworth	N/A
<b>Gerry Lucas, CET</b>	<b>GRN 203</b>	<b>3764</b>
Dan Adsmond	ACS 3009	5867
Steve Reifert, Academic Affairs	CSS 310D	3798

\*\***Bold indicates chair.**

*Ferris State University*  
*Professional Development Grant*  
*2024-2025*

Professional development consists of engaging in **planned learning activities** designed to maintain and advance faculty members' competence within their respective disciplines. This grant is intended to encourage and support faculty in their pursuit of professional development. The types of proposals that are encouraged are those that:

1. Increase faculty competence by acquiring new teaching/counseling skills, updating instructional/counseling techniques, or pursuing recent advances in a discipline.
2. Develop or implement and evaluate innovative or alternate approaches to classroom instruction or counseling.
3. Develop disciplinary skills or strategies to enhance faculty/student collaborations.
4. Involve collaborative efforts within or across academic disciplines.

\$30,000 is expected to be allocated for Professional Development Grants for the 2024-2025 funding cycle.

**Eligibility**

Only board-appointed faculty members are eligible to submit a proposal.

**Criteria for Evaluation**

1. The purpose of the proposal must be central to the educational mission of Ferris State University.
2. There must be reasonable expectation that the project can be completed within one year and with the resources requested. At the end of an award period, unexpended funds will revert to the Professional Development Grant account.
3. All other factors being equal, preference will be given to applicants based on the past Professional Development Grant Awards. Preference will be to applicants with fewer and/or less recent awards.
4. Priority will be given to projects of lasting and continuing benefit to Ferris State University, and present plans for enhancement and sustainability beyond the grant period.
5. Projects that have wide applicability will be favored.
6. There must be a clear definition or statement of the project and goals of the project;
7. Due to a limited budget, priority will be given to proposals that the committee believes to have the highest cost/benefit ratio for the University and/or towards faculty development.
8. In general, requests for funding to support the purchase of equipment (including computer hardware and software) will not be considered unless it is the opinion of the committee that the proposal demonstrates that the equipment is integral to the professional development of the faculty member.
9. Unless otherwise specified, the equipment, materials, and other items purchased with the grant funds, as well as the intellectual property rights resulting from the grants, are the property of the University. However, purchased properties will be under the administrative control of the grantee(s).

10. Professional Development Grant funds may not be awarded for conference attendance or conference presentations; however, applications to support attending training seminars/workshops are encouraged.
11. Professional Development Grant funds may **not** be used for credit-granting courses that apply toward a degree at other educational institutions or to support faculty salaries.
12. Only fully completed well-written and properly edited proposals will be considered for approval.

### **Review Process**

The Academic Senate Professional Development Committee will evaluate the proposals. Faculty and staff with expertise related to the proposal may serve as consultants to the committee.

### **Application Procedure**

It is recommended that each applicant work with a member of the Professional Development Committee before submitting a proposal.

All proposals must include a cover page and additional supporting materials, including:

1. A concise statement of the nature of the problems or project to be undertaken;  
{Please Note: Grant applications that include travel to short courses/workshops must clearly articulate how the applicant's participation in these events will promote their professional development as it relates to excellence in teaching.}
2. A list of the objectives to be achieved;
3. A plan for accomplishing the objectives;
4. An evaluation plan for the project;
5. A time schedule for completion of the project;
6. A proposed budget with justification described in the body of the proposal; to include documentation such as short course/workshop announcements (including detailed schedules and associated fees), itemized travel expenses, and, when appropriate, quotes from equipment suppliers, campus computer consortia, etc.;
7. A list of other grants, both internal and external, related to this project that have been received in the last two years; Future and pending grant proposals that will be applied to this project should also be included. For each grant provide:
  - a. Title of proposal
  - b. Name of grantor
  - c. Date received/applied for/timetable and submission date for planned proposals.
  - d. Amount of grant(s)
8. A bibliography of sources pertinent to the proposed activity not to exceed two (2) pages in length;

9. An abbreviated curriculum vitae (1-2 pages) for the applicant(s);
10. A summary of the impact of the project on the educational process at Ferris State University;
11. Please number the pages of your proposal.

### **Cover Page**

The cover page should contain only the following information in the order indicated:

**FERRIS STATE UNIVERSITY  
Proposal for a Faculty Development Grant**

Title:

Applicant(s): \*

Affiliation: (Department and/or College)

Abstract: (100 words or less)

Administrative Acknowledgment: \*\*

Funds Requested:

Proposed Starting and Completion Dates:

\*Two copies must be signed by the applicant(s).

\*\*The department head/chair and dean must sign the same copies signed by the applicant(s).

### **Final Report**

A final report on the project must be submitted to both the Office for Academic Affairs and the Academic Senate Office no later than three months from the proposed termination date. In addition, a presentation must be made to peers at the department or college level, or through the Faculty Center for Teaching and Learning. The grant recipient must notify the committee of where and when this presentation will occur.

The Final Report should contain the following:

1. A cover page;
2. A detailed description of completed project activities;
3. Any publications of papers presented as a result of the project;
4. A listing of project activities that have been incorporated into course syllabi or curricula; and,
5. Plans for future activities related to the project.

Failure to complete the proposal and submit a final report on time excludes the applicant from further Professional Development grants until such time as the project is complete.

Professional Development Grantees will be required to submit to the office of the VPAA for posting on the Ferris website a final report and a breakdown of how the money was spent.