



**UNIVERSITY OF THE
INCARNATE WORD**

**OFFICE of
RESEARCH & GRADUATE STUDIES**

**THE 1881 COMMEMORATIVE AWARD FOR FACULTY DEVELOPMENT
GUIDELINES**

Purpose

The 1881 Commemorative Award for Faculty Development Fund was established with the generous support of Lt. Col. Philip J. Piccione and Col. Jean M. Migliorino Piccione to celebrate the 1881 founding year of the University and to encourage faculty development. The goal is to foster faculty professional development and to recognize the leadership of an individual faculty member in relation to the university’s Mission. Projects may be proposed that will allow an individual faculty member the opportunity to develop new skills, research areas, or initiatives. Awards are for projects in a one-year period, from June 1 to May 31. Individuals may apply for an award up to \$3,000. *

Deadline

Applications are due no later than **Monday, March 16, 2020 at 11:59 pm (CST)**.

Eligibility

Full-time UIW faculty who are US citizens are eligible to apply for the award to help finance professional development efforts including but not limited to research, furtherance of education and training, travel and fees for seminars and conferences.

Application Components

The completed application packet must include:

1. Application Form
2. Award Agreement
3. Biographical Sketch (2 page maximum)
4. Project Proposal (6 page maximum)
 - a. Title of Project
 - b. Statement of problem/purpose
 - c. Project Description
 - d. Project Outcomes
 - e. Timeline
5. Bibliographic Reference/Works Cited (1 page)
6. Budget/Budget Justification (1 page)

Evaluation Criteria

The Associate Provost for Research and Graduate Education, in collaboration with the Faculty Research Awards Committee, will select the awardee based on the quality of the proposed project and the individual’s past accomplishments in relation to the Mission, using the evaluation rubric below. Please write your submissions to a general audience and be sure to define acronyms or field-specific jargon.

Project Title	Highly Unsatisfactory	Unsatisfactory	Average	Satisfactory	Highly Satisfactory

Biographical Sketch <ul style="list-style-type: none"> • Applicant’s background indicates the likelihood of successfully accomplishing the project objectives • Applicant has a record of service and leadership in relation to the UIW Mission 	1	2	3	4	5
Statement of Problem/Purpose <ul style="list-style-type: none"> • Statement of problem and purpose is clear and concise • The goals are realistic and if met, will enhance faculty development 	1	2	3	4	5
Project Description <ul style="list-style-type: none"> • Significance of project for faculty professional development, discipline, UIW, and society is clear and persuasive • Theoretical framework/philosophical orientation is clear and appropriate • Objectives are clearly stated and are congruent with the background information • Design or plan of action is logical, clear and appropriate 	1	2	3	4	5
Project Outcomes <ul style="list-style-type: none"> • Outcomes are clear and measurable • Outcomes justify the project and promote development 					
Timeline <ul style="list-style-type: none"> • Time frame is realistic • Timeline outlines the progress of the project over the course of the award period 	1	2	3	4	5
Budget <ul style="list-style-type: none"> • Budget is reasonable • Budget items are justified 	1	2	3	4	5

Total Score: _____

Number of items evaluated: _____

Total Score divided by Number of items evaluated: _____

Comments:

Submission

Required documents must be submitted online via Submittable. For assistance with submission, contact the Office of Research and Graduate Studies at (210) 805-3036.

Application Package Guidance

Biographical Sketch

Include all relevant data in the provided form fields. Sections should include: applicant name, educational record, employment record, honors and awards, grant history, research/creative activity, and teaching history. The biographical sketch is not to exceed two pages and entries should be selected to indicate activities most significant to the proposed project.

Project Proposal

Statement of Problem/Purpose

The statement of problem/purpose should be clear and concise, directly stating the objective of the project. Provide justification of the project in terms of how it will contribute to the professional development of the applicant.

Project Description

Provide a description of the project to include, as appropriate: its importance for the applicant’s professional development, discipline, UIW, and society; the theoretical framework or philosophical orientation of the project; and the methodology, design, or plan of action.

Project Outcomes

Describe the specific, measurable outcomes expected from the project.

Timeline

The timeline should be realistic and organized appropriately for the type of project and outline the progress of the work over the course of the award period.

Budget/Budget Justification

- a) Indicate costs for any project materials and activities associated with the project. List the total of all project expenses. In the budget justification, provide detailed information on the individual items required, including how costs were determined, for the project's completion.
- b) Allowable Costs:
 - i. Funds are to be used for the out of pocket expenses for the project that are not already covered by other sponsoring agencies or are resources not available on campus.
- c) Unallowable Costs:
 - i. Payment of salaries
 - ii. Childcare
 - iii. Paid research assistants (See GRA award application for potential research assistantships)
 - iv. Office supplies
 - v. Printing
 - vi. Office equipment, including laptops or computers
 - vii. Stipends, donations, scholarships and/or tuition costs

*The actual amount of the may vary from year to year based on the actual income earned by the 1881 Commemorative Award for Faculty Development Fund.

Approved 12.15.17