



Title III Faculty Development Mini-Grants 2008-2009

Purpose

The purpose of the Mini-Grants program is to provide an opportunity for LSUA faculty members to pursue faculty development on research methodologies or grant writing, undergraduate research initiatives, or discipline specific professional development.

Funding

Funds for eight or more mini-grants (under \$3,000 each) are available for the 2008-2009 Academic Year. Funds are provided by the Title III - Improving Academic Quality Grant and the number of grants awarded will be determined by the number of proposals submitted and the availability of funds.

Eligibility

All full-time LSUA faculty members with tenure or in tenure-track positions are eligible to apply. In addition, individuals at the Instructor level who have been full-time employees for two or more years may apply.

Length of Project

The proposed project must be completed by the end of the Spring Semester 2008-2009 (May 21, 2009) and a final report issued by August 17, 2009.

Proposal Deadlines

Five copies of each proposal and the attached form must be submitted to the Title III Coordinator, Dr. Dorene Fox, by 4:30 p.m. March 14, 2008.

Evaluation of Proposals

Each application will be reviewed by a four-person panel from the Title III Steering Committee. The panel will rank order the applications and submit the list with the indicated evaluations to the Title III Coordinator by May 1, 2008.

Selection

The Vice Chancellor for Academic and Student Affairs and the Chancellor will make the final selections. Because of limited funds, it is possible that not all applications will be funded. Recipients will be notified by May 15, 2008.

PREPARATION AND SUBMISSION OF PROPOSALS

Cover Page

The cover page should contain the title of the project, the name of the faculty member submitting the project, total project amount requested, and the date. The name of the faculty member must not appear any other place in the project.

Project Description

The title of the project should be shown on the top of the first page of the description. The main body of the proposal should be a detailed yet succinct statement of the project and should not exceed five double-spaced typewritten pages. This section should describe the needs to be met by the project, how they were determined, and how they relate to faculty development and/or undergraduate research. A detailed description of the activities should be presented.

There should be a timetable and concrete statements concerning the expected outcomes of the project. This section should also show how the results of this project would be useful to other disciplines, students, or other faculty members; contain the methods and/or forums to be employed to inform the LSUA faculty about results or acquired development; and should indicate if forum participation is optional or mandatory. Finally, this section should address other types of possible funding such as the Educational Technology Grant, Student Government funding of student travel/activities, and academic department funds.

Budget

If funded, the award will cover site visits, conference costs, supplies, equipment, dissemination costs, travel, etc. The budget should be reasonable with respect to the tasks performed. All budget requests must be documented and justified.

Signatures

The attached form must be completed and submitted with your proposal. This is to assure that you understand the terms of the mini-grant and have discussed your plans with your Department Chair.

Award Management

Each recipient is responsible for keeping track of his or her expenses. All travel authorizations, purchase requisitions, and travel reimbursements must be completed as usual and comply with university policies and procedures. All requests, for funds, will require the approval of the Title III Coordinator, Dr. Dorene Fox.

After Action Report

A written report must be rendered to the Vice Chancellor for Academic and Student Affairs by August 15, 2009. This report should list all expenses, covered by your mini-grant, and all participants that benefited from the mini-grant. This report should also address the impact of your project on the university or the community and include any new programs or policies that may develop as a result of the Title III mini-grant program.

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
Approval for Title III Mini-Grant

Proposal Title _____

Project Director or Proposal Originator _____

College _____

Participants _____

Amount of Funds Requested _____

Starting Date _____

Completion Date _____

I understand that I am responsible for keeping track of requested funds and that approval of this mini-grant does not guarantee any additional money for shipping and handling, related travel or equipment via Title III or university funding.

I understand further that all requests, for funds, will require the approval of the Title III Coordinator, Dr. Dorene Fox and that unused funds cannot be used for supplies, travel or equipment not listed in this proposal.

If this mini-grant is awarded an accounting of spent funds and the results of this project will be included in an after action report due on August 15, 2009.

Originator's Signature _____ **Date** _____

Department Chair Approval*

Department Chair

I have reviewed the attached proposal and find it to be within the role and scope of this Department, the university, and/or faculty professional development and I will fully support, this faculty member, in this endeavor.

Chair's Signature _____ **Date** _____

*Several additional signatures are required when requesting funds from external agencies (See PS 219)