

**FACULTY AFFAIRS COMMITTEE (FAC)
FAC GRANT APPLICATION INSTRUCTIONS
AY 2024-2025**

Please carefully read the directions for this application. Omission of pertinent information relative to the grant request will result in rejection of funding consideration.

Before completing this application, please review the list of eligible and ineligible projects and activities that accompanies this form to be sure that your request falls in an eligible category (see page 2). Application deadlines are **no later than 12 noon** on the following dates:

- Fall I Proposals: Wednesday, September 25, 2024
- Fall II Proposals: Wednesday, November 13, 2024
- Spring I Proposals: Wednesday, February 19, 2025
- Spring II Proposals: Wednesday, April 9, 2025

Note: Funds received from the FAC must be used by the end of the fiscal year in which the grants are awarded. For the AY 2024-2025, this date will be June 30, 2025.

The submission must include the following documents:

- Completed FAC application form (see page 3);
- Separate document describing the project you will be undertaking (see page 4);
- Your current CV; and
- A letter from the chair of your department.

Please format the submission with the FAC application form, project description, and CV in one single file (the letter from the chair may be submitted as a separate attachment). Upon completion, please submit the application materials with “**FAC Grant Application**” in the subject line to FAC@bentley.edu.

Notes:

1. FAC grants may be used as seed money towards an applicant’s intended external request for funding. In their project discussion, applicants must provide details of the proposed source of additional external funding and the prospects for obtaining that funding.
2. If your request involves travel, please contact your department chair prior to applying and indicate whether the department is supporting the travel with funding resources and the amount of those funds allocated.
3. The committee will consider applications to retroactively fund eligible, unexpected expenses that are incurred between application rounds. The expenses must be from the current fiscal year. In incurring expenses, faculty should be aware that there is no guarantee that their grant application will be funded.
4. FAC grants are for faculty development. Although we will consider grant requests involving Bentley PhD students, we cannot fund dissertation related research or research led by a PhD student.

ALL PARTS OF THE APPLICATION MUST BE SUBMITTED BY NOON ON THE DEADLINE DATE.

ELIGIBLE AND INELIGIBLE ACTIVITIES
(from Appendix G, Sections D and E, of the Faculty Manual)

I. ELIGIBLE ACTIVITIES

- (a) Expenses for conferences, workshops, symposia, seminars, etc. related to one's research or teaching interests. Travel to deliver a paper is considered a departmental responsibility.
- (b) Unusual copying, library or computer search expenses.
- (c) Expenses related to interviewing and other forms of information gathering. This includes travel expenses necessary for research/data collection.
- (d) Courses of study when the training will aid in the development of programs at Bentley University or will clearly improve one's teaching and research potential.
- (e) Library cards when it is demonstrated that the documents are not available elsewhere and that neither consortiums nor interlibrary loans will satisfy the needs.
- (f) Special personnel skills (technical assistants, etc.) not available from departmental secretaries, work-study students or graduate assistants.
- (g) Special equipment, books, computer soft- or hardware, data files, films, tapes, etc. These items when purchased with Faculty Development funds will become the property of Bentley University.
- (h) Expenses related to the development of research-related surveys and questionnaires.
- (i) Costs associated with publishing a scholarly book (e.g., indexing, permission fees, etc.).

II. INELIGIBLE ACTIVITIES

The following is a list of requests that are generally not eligible for a Faculty Affairs Development grant:

- (a) Payment for time spent doing research, compensation for the loss of summer teaching, or release time during the academic year.
- (b) Travel to annual professional meetings except in unusual circumstances.
- (c) Expenses to conferences to deliver a paper (these are the responsibility of the academic department).
- (d) Expenses for grading assistant or other personnel expenses related to pedagogic needs.
- (e) Tuition for courses leading to advanced degrees.

**FACULTY AFFAIRS COMMITTEE (FAC)
AY 2024-2025 FAC GRANT APPLICATION**

Name: _____ Submission Date: _____

Department: _____ Academic Rank: _____

Email Address: _____ Campus Phone: _____

Campus Address: _____

I. Title (10 or fewer words): _____

II. Time frame for the expenditures for this proposal. Please be specific.

From: _____ To: _____

III. In 50 words or fewer, summarize your proposal. If your proposal is funded, this description may be distributed to the general faculty.

IV. Please indicate the total amount you are requesting as well as provide a **detailed itemization of the expected expenses**. There is a **\$5,000 limit** per faculty member per fiscal year on FAC funding during 2024-2025. Please include all facts that will help the FAC judge the reasonableness of your request. Note that funds from the FAC are only approved for the itemized expenses you list here, and these funds must be used by June 30 of the fiscal year in which they are granted. Be certain that you recognize this limitation in your budget and your proposal. If your request involves travel, then be sure to include details such as travel departure and destination points, travel costs, planned length of stay at accommodations, and daily accommodation rates.

Expense	Cost	Quantity	Total
EXAMPLE: Hotel	\$100 per night	4 nights	\$400
	TOTAL:		\$400

*A full and detailed itemization of expenses is required. Please add budget lines as needed.

If \$5,000 will not cover all expenses associated with this project, will you still pursue it?

Yes___ No___

If you expect that your project will cost more than \$5,000, please describe how you intend to pay the additional costs.

- V. Is the timing of the project likely to conflict with your teaching obligations or administrative duties?

Yes___ No___

If so, what arrangements have been made to cover these responsibilities?

- VI. Please list any grants received (as well as your collaborators) from the Faculty Affairs Committee within the past three academic years.

FAC GRANT CYCLE	Collaborator(s)	Grant Type	Total
EXAMPLE: 2023-2024	Faculty Member; Department	Research	\$2,500
	TOTAL:		\$2,500

- VII. Have you or any of your collaborators received a grant or travel monies from the Faculty Affairs Committee for this **same project** in the past three years? If so, please briefly describe.
- VIII. In a separate document, describe the work for which you are seeking funding.

Please do your best to help the committee evaluate your request. Give us as coherent a picture of your proposal as you can, as efficiently as you can. Based on past applications, we expect that one double-spaced page is not enough to provide us with a full view, while ten double-spaced pages are likely to be too much. Again, a full and detailed itemization of expenses is required.

In your description, be certain to include:

- A. A clear, explicit statement of how this project will benefit:
1. Your professional development.
 2. Bentley University.
- B. An explicit statement of whether you have sought and secured funding from any other source for this project. Please be specific as to the source, the amount of funding, and the likelihood of receiving this funding. Please include other relevant documentation concerning this external funding (e.g., a copy of the contract providing the funds).