Purpose:
The FPDC Small Grant will award regular (tenured or tenure-track) faculty members funds for a wide spectrum of uses as defined by the various FPDC Subcommittees. All funding must adhere to the State Expenditure Funding Guidelines.

Definitions:
Research, grants and contracts, Service and Service–Learning, Teaching and Learning, and Technology are defined by the FPDC subcommittees. See the FPDC website for more information.

Eligibility:
Recipients must be full-time faculty members. Novice researchers are encouraged to apply for a Research Subcommittee small grant. The Research Subcommittee also invites faculty-student research projects; however, a faculty member must be the principal researcher, since the purpose is not to fund student research. In joint faculty-student research projects, the student(s) must work in partnership with the faculty member, not merely for or under the faculty member.

Uses:
Small faculty grants will be awarded for a wide variety of uses, including materials, book purchases, administrative costs, discussion groups, new equipment (see Limitation #4), computer programs, guest lecture fees, etc.

Limitations:
1. The maximum award will be $1,000. [NOTE: Grant proposals to the Teaching and Learning Subcommittee should address how student learning or advising will be enhanced through the grant proposal project.]
2. Although grants may be used for honoraria for guest presenters, they may not be used to pay salaries or stipends to the applicants.
3. Requests for equipment will be considered, provided that the proposal offers strong justification related to the needs of the project. Any such items purchased with FPDC grant funds will be the property of California University of Pennsylvania. Computing equipment or software must be approved by Utech Services.
4. Awards will not be made to faculty for projects that have already been completed, or to projects that are nearly complete at the time the faculty member applies.
5. Only one application per faculty member per subcommittee per year will be accepted.
6. Grants may be awarded only for activities that fit the subcommittee’s definition.
7. Funds will not be available for disbursement until after the beginning of the semester for which the funds were requested.

Application Procedure:
Briefly describe:
1. Activity or project for which funds are requested.
2. Specific project objectives.
3. Potential contribution of this project to the applicant(s) professional development within the area for which the funds were requested.
4. Timeline for activity or project, including all key activities and ending date.
5. How the funds specifically will be used.
6. How your proposal will both benefit the organizations to which you are contributing and this university.
7. Repeated requests for the same activity that has scholarly growth potential should be made through the Continuing Excellence Fund application. Please check on the front of the FPDC Grant Application form that you are applying through this fund. Guidelines for the Continuing Excellence Fund can be found at the FPDC website.

NOTE: The Subcommittee will not consider any applications that do not have the support of the dean. The proposal may not exceed five pages in length, including the title page.
Evaluation:
Members of the subcommittees will review each application for its value, clarity, feasibility, and potential contribution to the professional development of the faculty member(s).

Teaching & Learning Subcommittee
The Teaching & Learning Subcommittee has chosen to base their decision on the following criteria.

<table>
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<tr>
<th>Viability</th>
<th>Degree of actual pragmatic application the project affords</th>
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<tr>
<td>Need</td>
<td>Is there a clear need for the project? (data-driven)</td>
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<td>Projected Future</td>
<td>• Professional development</td>
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<td>Benefits</td>
<td>• Undergraduate research</td>
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<td>• Long-term learning prospects</td>
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<td>• Frequency of use and numbers of students standing to gain from the project</td>
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<td>Effectiveness as</td>
<td>How likely would students’ learning experience be significantly enriched?</td>
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<td>a Teaching Tool</td>
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<td>Tangible Ratio</td>
<td>Tangible ratio of cost to benefit</td>
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<tr>
<td>Written Quality</td>
<td>Proposal follows</td>
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<td>• Mechanics (spelling, punctuation, etc.)</td>
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<td>• Syntax, clarity</td>
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<td>• Organization</td>
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<td>• Consistency of format, etc.</td>
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<tr>
<td>Innovation and</td>
<td>Innovation and imagination of the project</td>
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<tr>
<td>Imagination</td>
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Funding Procedure:
The funds are to be utilized in the term for which they were requested. If extenuating circumstances arise which impede the progress on the project, then the project director must request an extension by submitting an appropriate justification for the delay and a revised timeline for completion of the project. If the faculty member(s) cannot (or choose not to) complete the project at all, then they must notify the FPDC that they will not be completing the project. If an extension is not requested, any grant funds not used or encumbered by the end of the project period are to be returned to the FPDC.

Final Reporting Requirements:
By accepting any small grant, it is understood that the recipient will be responsible for submitting a final report. This report is due within 30 days of the end of the award period (generally 30 days after grades are due for the semester). This report must document the completion of stated goals (and in the case of a Technology Subcommittee grant, a demonstration of how the technology was used as a required part of the reporting process). Copies of receipts (verifying an appropriate expenditure of the funds) must be attached to the report.

NOTE: No FPDC grant can be approved until all due final reports have been received by the FPDC on any previous grant for which funds have been spent. The final reporting guidelines are on the Awards and Grants page of the Faculty Professional Development Committee website.

Deadlines for Application and Funding Decisions:
1. Applications are accepted on a rolling basis and will be reviewed in the order received.
2. While applications are accepted in the summer, they will not be considered until the fall semester.
3. Applications for events taking place in September of the fall term must be received prior to May 1st of that year.
4. Funding decisions will be made within 30 days of receipt of the complete application, with the exception of applications received during the summer term.

Revised 5/16/17