# Lilly Faculty Development Fund Application

**Eligibility**: All full-time faculty members are eligible to apply. Priority will be given to proposals which do one or more of the following: involve students in action plans, have an impact on student retention, develop in-service training for all full-time faculty to improve their teaching, help faculty understand Indiana Tech's student population, and bring subject matter experts that may have general faculty interest. Additionally, faculty who have not received funding during the two previous funding cycles will be given priority. (A maximum award of $7500 may be applied for with no individual receiving more than $15,000 over a three year period.) Only **complete** applications will be considered. Expenditures noted in the proposal cannot fall outside the funding cycle (July 1 – June 30).

**Criteria**: A successful grant **must** meet one or more of the following criteria. How the proposals meets the criteria should be explained in the proposal.

1. Energize the full-time faculty of Indiana Tech to do something outside their normal daily activities, or to increase their expertise in an area relevant to their teaching and/or research responsibilities or interests.
2. Encourage faculty to develop a strong academic component to current offerings.
3. Support our institution's mission as a teaching university.
4. Develop faculty initiatives that support advanced study and/or degree matriculation, research, bringing visiting lecturers/speakers, creating program forums, or other creative ideas.
5. Develop in-service training for all full-time faculty to improve their teaching, to better understand Indiana Tech's student population, to develop special initiatives to help retention, and bring in subject matter experts that may have general faculty interest.

**Application Procedures**: Written proposal narratives should not exceed four double-spaced pages of 12 pt. font. A copy of the proposal must be submitted electronically to the Chair of the Selection Committee by March 1st (or the following Monday if the first falls on a weekend). Applicants will be notified by May 1st.

1. Proposal narrative (not to exceed four pages)
   a. Title page – should include the names of all faculty participating in the project and their respective college and any funding received through this grant in the previous two years
   b. Abstract – a structured summary of the proposed work, not to exceed 300 words
   c. Statement of Need – importance of proposed work/how the project fits the focus priorities
   d. Project Design/data analysis (if appropriate)
   e. Schedule – significant dates/deadlines
   f. Budget – breakdown of all planned expenditures
   g. Description of how findings/experiences/lessons learned will be disseminated
2. Appendices (should be limited to essential information relevant to the proposed project including a letter of support from the VPAA or Dean if course release is being requested)
3. Curriculum Vitae (for all faculty participating in the project) – not to exceed two pages; the application is not considered complete if this is missing.
4. Institutional Review Board (IRB) application where appropriate

**Funds**: Grants are competitive and will not exceed $7500 per faculty member per year. Additionally, a faculty member is limited to awards not exceeding $15,000 over a three year period. Faculty may apply jointly for awards. Faculty may apply jointly for awards; the budget must identify the amount of award going to each individual.

**Rights**: All equipment and materials procured by these grants shall remain the property of Indiana Tech. All intellectual property shall remain the property of the faculty who has received the grant.

**Reporting**: Award recipients must submit a final report after project completion detailing the outcomes in order to be considered for further grant awards. The Faculty Development Committee would like to remind recipients that these reports are an important part of the grant process.

- Final reports must be posted (location to be determined by the VPAA).
- Progress reports must be submitted March 10 and September 10 every year. Reminders will be sent by the Faculty Development Committee and/or the VPAA with details of how and where to submit these reports.