Overview

The College of Applied Science and Technology is piloting a new program to support faculty development and submission of external grant proposals seeking substantial funds. The program will allow a faculty member to be reassigned from duties associated with teaching one three-hour course (25% reassignment) during either the fall semester or spring semester of the 2007-08 academic year. For this inaugural year, it is planned that such reassigned time can be awarded, via a competitive process, to up to three faculty members each semester. Provision of the release time is contingent upon application guidelines being followed and specified criteria being met (see below). Upon consultation with a sub-committee of the College Research Committee, the Associate Dean for Research, and relevant Department Chairs/School Directors, the Dean of the College will identify recipients of this award.

Alignment with Educating Illinois, 2003-2010

This program supports Goal Three, Action Item 7, and Outcomes 7A, 7D, 7E, 7F and 7G in Educating Illinois, 2003-2010. Relevant passages of this document include the following:

- Enhancing the commitment to scholarship and research will produce an increase in authorship or co-authorship of peer-and editorially-reviewed publications and production/presentation of works related to scholarly or creative-disciplines in local, regional, national, and international settings. The goal of providing increased support also is meant to increase the availability of faculty and staff time to referee or edit journal articles, develop grant proposals and/or book manuscripts; conduct performances and exhibitions; and obtain competitive external or internal grants and awards related to scholarly and creative activity…

- As the University seeks external funding, agencies and foundations have become more focused in awarding funding to outcome-based projects. Multiple investigators utilizing the team approach have been perceived by funding agencies to be more effective in creating programs, research, and development that has potential to be replicated in research conditions and applied settings. Illinois State University will increase the number of multidisciplinary research teams, the monetary value of awards received by these teams, and support for the Team Research Award…

Outcomes include: Increasing fiscal support for student, faculty, and staff research and creative activities by 10 percent; Illinois State University’s Fiscal Year 2004 Internal Budget from all fund sources supports $15.7 million for research, which is 5.7 percent of the University’s total budget…Increasing the numbers of proposals for external grants and contracts from 300 to 400 in five years…Increasing the number of externally funded multidisciplinary research teams from eight to 16…Increasing the dollar value of external grants from $20 million annually to $30 million in five years, while recognizing that opportunities for external funding vary significantly across disciplines…Increasing the value of external grants received by multidisciplinary research teams from $1 million to $5 million…
Eligibility

All tenured faculty are eligible, though new grant-writers are likely to be given priority. An individual can submit only one application per semester and can only be provided reassigned time from this program for one semester per academic year. Only one member of a research/project team can be funded at a time.

Application Materials and Procedures

Three copies of application materials should be submitted to the CAST Dean’s Office on or before the relevant deadline (see time frame below). A complete application must contain the following:

1. Cover sheet comprised of semester for which release time is being requested; title of grant opportunity being pursued; grant proposal deadline; name, rank, department/school, and contact information for applicant; and signatures of applicant and relevant department chair/school director along with date of signing.

2. A narrative (single-spaced, twelve point font, one inch margins, no longer than four pages) prepared by the applicant that provides a description of the following:
   - nature of the project that will be proposed for external funding support (goals, objectives, significance/possible impact; procedures, support services at ISU that would be needed, and time frame as currently, perhaps roughly, conceived);
   - grant opportunity being pursued (e.g., name of funding source, priorities of funding source, name of program, funding cycle and specified deadline for opportunity being pursued, average award amount of funding);
   - amount of funding the applicant would pursue from the source of funding and a brief explanation of uses for such funding;
   - applicant’s sense of the suitability/match of funding opportunity with the applicant’s research, teaching, and/or other professional interests and experiences;
   - description of any contacts the applicant has thus far had with the source of funding (e.g., communication with program director);
   - applicant’s sense of the likelihood of funding and the basis for such perceptions.

3. A half-page statement entailing the results of communication the applicant has had with his/her department chair/school director regarding possible release from teaching duties (e.g., specified course being reassigned from teaching, ease with which a replacement instructor can be found, and so on).

4. A 2-3 page version of the applicant’s curriculum vitae emphasizing prior productivity relevant to the topic being pursued during the proposed grant writing effort.

5. A copy of the RFP being pursued during the release time being requested. Only essential information about the funding opportunity is needed at this time.
Selection Criteria

A subcommittee of the CAST Research Committee, the Associate Dean for Research, and the Dean of the College will review applications. The criteria for selection of a recipient of the reassigned time associated with this program include:

1. The anticipated impact of the effort is substantial, both in external dollars brought to ISU (dept./school, college, and university) as well as contribution to the discipline/field of study.
2. The proposed work is original, well-conceived to date, and feasible.
3. The proposed work matches the priorities of the source of funding as well as more specific details outline in the RFP.
4. It is apparent the applicant has more than cursorily investigated the opportunity for funding that s/he proposes to pursue.
5. The proposed work is a good fit with the expertise and interests of the applicant.
6. All application materials have been provided as requested and submitted on time.
7. The narrative component of the application is well-written and easy to understand.

Conditions of the Award of Release Time

1. Paperwork for the proposed grant or contract is submitted through the Research and Sponsored Programs Office, and any funds subsequently awarded are administered by the RSPO as well.
2. The department/school from which a recipient of reassigned time originates can secure a substitute instructor without undue burden or disruption.
3. The recipient of reassigned time pledges to submit grant or contract proposal by the close of the semester in which the reassigned time has been provided.

Time Frame

1. Applications for Fall 2007 are due to the CAST Dean’s Office by 4:00 p.m. on Monday, May 21, 2007.
2. Recipients of reassigned time for purposes of preparing and submitting a substantial grant or contract proposal during the fall semester of 2007 will be notified of such award in mid-June.
3. Recipients of reassigned time for fall semester of 2007 will provide documentation to the CAST Dean’s Office of the submission of the grant or contract proposal that was supported by the Grant Development Program by December 21, 2007.
4. Applications for Spring 2008 are due to the CAST Dean’s Office by 4:00 p.m. on Friday, September 28, 2007.
5. Recipients of reassigned time for purposes of preparing and submitting a substantial grant or contract proposal during the spring of 2008 will be notified of such award in mid-October.
6. Recipients of reassigned time for spring semester of 2008 will provide documentation to the CAST Dean’s Office of the submission of the grant or contract proposal that was supported by the Grant Development Program by May 16, 2008.