

Medaille College
Category II: Research & Creative Work Application

Eligibility

Eligibility for grants extends to all members of the full-time faculty; among faculty applicants, however, preference will be given to tenured and tenure-track faculty.

Criteria for Selection

The Faculty Development Committee will use the following criteria in evaluating proposals:

- The intellectual, cultural, and academic significance of the project, including, even for research proposals, a connection to courses taught by the applicant at Medaille. Originality is one measure of the intellectual significance of research and creative work; accordingly, the innovation in research, creative work, and pedagogy will be considered part of this criterion as well.
- The clarity and thoroughness of the proposal. The Committee's appreciation of the significance of a project depends on clarity. We must be able to understand what the project is in order to estimate its value. We recognize that the details of a particular research or creative effort may not, no matter how carefully described, be comprehensible to one who has not studied the discipline in some depth. But it should be possible to explain how the work is to be done and to place the project in the context of current work in the discipline. The proposal should also outline the applicant's familiarity with background material for the project.
- The feasibility of the project and its prospects for completion. We prefer to fund projects that we expect will be completed within the grant term. Alternatively, we look for the possibility of substantive progress. (The project can be a part of a much larger effort if it can be identified as a distinct part with a beginning and an end.) Projects may have been started prior to the grant application, provided significant work remains to be done. However, the Committee also welcomes projects started from scratch, provided that the proposals show evidence of the feasibility of completion within the time frame of the grant.
- The Committee views a project of merit as one that produces new knowledge or creative work that can be shared within the Medaille community and the larger academic community or public sphere. When faced with a number of equally deserving proposals, the Committee invokes such secondary criteria as:
 - The applicant's stage of career in recognition of the importance of well-established scholarly credentials to the tenure process.
 - Length of time since the applicant last received grant funding from the college.
 - A representative distribution of grants among the various academic departments.

Responsibility of Grant Recipients

The primary responsibility of grant recipients is naturally to make substantial progress toward the completion of their projects. The grants are designed to free successful applicants from other duties in order to devote sustained attention to the proposed project and to fund equipment, materials, travel, or other expenses necessary to the work.

All grant recipients will be required to submit a report of progress to the Vice President of Academic Affairs once the grant period has ended. Anyone who has not submitted a progress report will be ineligible for future grants.

Application Procedure

Proposals should be no more than four single-spaced pages and should be organized under the following headings.

Overview of the Project (no more than 500 words)

In the description of the proposed project, the applicant should address the basic ideas or issues to be explored, outline the project timeline, and indicate the form the completed project is expected to take, e.g., submitted paper, artistic product, moderated website, etc. Also of interest to reviewers is a short discussion that places this work into a broader context of scholarly or creative activity in the particular discipline.

Methodology and Work Plan

Applicants should describe pertinent work and describe specifically the planned stages for completion of the project.

Statement of Impact

Applicants must explain how the project will contribute to their:

- Individual intellectual or artistic development
- Teaching at Medaille College
- Field or discipline

This section should also outline, as specifically as possible, any plans for publishing, exhibiting, or otherwise disclosing the results or findings of the project.

Budget

This section should itemize with separate entries (as applicable) any necessary equipment, material purchases, travel to collections, etc., as well as requested stipend funds. NOTE: for tax purposes grant stipends are taxable as income, but funds used for qualified material purchases are not. Such expenses will be treated as a reimbursed employee expense.

Letter of Support (if applicable)

Faculty applying for a course release must also include a letter of support from their department chair. This letter need only make clear whether the department can accommodate the release with an adjunct or overload replacement if the applicant's proposal is funded for the amount requested. This letter will not count in the four-page limit.