

# Internal Education Foundation Guidelines

The Internal Education Fund was established to promote educational innovation and to help enrich the College's educational programs. The primary objectives of the fund are to encourage intellectual curiosity, to provide opportunities in which intellectual abilities are exercised, and to enable students, faculty, and administrators to engage in curriculum revisions and reforms which are educationally innovative and which initially cannot be funded within the general College budget.

## Guidelines

1. **Proposals must be written in the format presented in these guidelines. The Committee will not review proposals that are not in this format.**
2. The Internal Education Foundation is administered by the Research & Grants Committee of the Academic Affairs Council. Faculty representatives are appointed by the Academic Affairs Council with each division being represented, and ex-officio and non-voting, the Dean of Academic Departments, who will coordinate activities of the Committee. The Subcouncil also has a student and an administrative representative.
3. Proposals will be accepted and reviewed three times a year, once during each term (see Funding Priorities for additional information). They will be solicited during the first week of every term and shall be due in the Dean of Academic Departments (Attn: Carol Cichy) office by the end of the third week of the term. The Committee will consider proposals that are submitted at other times, but generally only if the situation is such that immediate action seems necessary.
4. The Committee makes a distribution of budgeted funds to each of three main categories which are described as follows:

**Category A** – Major institutional curricula proposals. In the past, Freshman Preceptorial, the writing workshop, and the Steinmetz Honors Program were funded under this category.

**Category B** – This category is reserved for proposals which respond to specific calls initiated by the Committee. At present, student initiated research projects are the only proposals the Subcouncil has solicited.

**Category C** – Educationally innovative proposals by any member of the College community.

5. The maximum grant awarded under this program is based upon the merits of the proposal. It is expected, however, that awards normally will not exceed \$3,000 per year for Category C.

6. As a matter of policy, Category A proposals put forth as college-wide educationally innovative are funded only for an initial year and one renewal. The Committee will, given a strong recommendation by the administration and concerned faculty, consider a third year of funding if the program is deemed worthwhile and if alternative funding is being actively sought.
7. All proposals put forth as student initiated research proposals (Category B) must be sponsored by a faculty member who agrees to monitor the student's progress. For a proposal to be funded, it must be well written and have a budget which indicates that the student has thoroughly thought through his/her proposal. Normally, the research proposals are connected with independent studies or senior thesis. In general, funding is not available for term paper research.
  - All proposals should be 1-3 pages in length, typed, and clearly written.
  - All proposals must have a letter of support from the Faculty Advisor and must accompany the proposal when submitted to the Dean for Undergraduate Education. **The proposal will not be considered without a support letter.**
8. All proposals in the "C" category must describe, in some detail, the project and indicate in which ways it is educationally innovative to Union College and why it is not, nor can be, covered by an existing budget within the College, i.e., departmental budgets. (Normally, these proposals will deal with new courses and/or modifications to existing courses.)
9. The Committee reserves the right to submit any proposal to an outside reviewer for evaluation.
10. Proposals which are received that fall under the purview of the Faculty Research Fund or the Humanities Development Fund will be returned to the proposer with a suggestion that they resubmit the proposal to the appropriate committee.
11. A brief report describing the research results must be submitted to the Dean of Arts and Sciences by September of the fiscal year immediately following the award year. Such reports on the past use of IEF monies, as well as the applicant's record of research activities, may be used by the Committee in its deliberations.
12. Travel for research will be funded at a per diem established by the U.S. General Services Administration. (<http://www.gsa.gov/>)

## **Funding Priorities**

Grant proposals that have some external support from government or private foundations are preferred. Proposals which indicate that other outside agencies are (or will be) approached for support are also preferred.

The Committee realizes that many projects due to their small size, unusual nature or critical approach may have difficulty in obtaining outside funding. These projects should include a statement describing the general relevance and significance of the work.

If your application is not funded in one round, you may reapply in the next. Grant applications, however, will not automatically be carried over into the next period.

## **Guidelines for Writing Proposals**

**Equipment** – Funded only if it is an integral part of the research program. When requesting permanent equipment for research, the committee will expect the department or some outside funding agent to pay at least 1/3 if the project benefits only one faculty member and up to 1/2 if it benefits more than one faculty member. Equipment that is primarily in support of teaching will not be funded. All equipment purchased with Faculty Research Fund monies becomes the property of the college. Requests for computer hardware will be considered only if the purchase is clearly and critically related to the research project.

**IT Support and Computer Software** – Funded if it is an integral part of the proposal. Any research proposal which requests computer support (hardware or software) must be reviewed by the Director of Information Technology Services and a written statement containing his/her recommendations must be included.

**Audio Visual** – Any proposal that calls for audio-visual equipment must be reviewed by the Director of Media Services and a written statement containing his/her recommendations must be included.

**Travel** – IEF does not fund travel, under Category C, associated with research, but will, to a limited degree, fund travel which is part of a curricular need such as attendance at workshops, short courses, etc. Travel under Category B will be funded if a clearly defined need is shown and the faculty advisor certifies that travel is a necessary part of the proposal. All requests must be fully documented. It should be clear why travel, for example, is necessary rather than using the telephone or the mail to communicate or gather information. Student applicants should be aware that it is the policy of the Research and Grants Committee to fund travel abroad competitively. It must be demonstrated that such travel is critical to the success of the research project. Grants requesting travel abroad should have strong endorsements from the faculty advisor and demonstrate that the proposed project is feasible and that reasonable alternatives for research have been explored and found unsatisfactory for good reasons. It is expected that applicants will make every effort to obtain the least expensive airfares.

**Student Research** – The IEF is restricted to undergraduate or five-year-program students. Generally, the Committee will not fund photocopying, visas and telephone charges unless the cost is unusually high (greater than \$50) and essential to the project. Costs for photocopying, mailing, etc., may not normally exceed \$500. Travel to Albany and budget lines termed "miscellaneous" will not be funded. Small expenses are to be expected when carrying out most senior thesis projects.

**Research Assistants** – Research assistants are fundable, but generally not for the purpose of typing or other secretarial tasks. Student assistants will be paid at the same rate as student grants-in-aid; this is the minimum wage.

**Release Time** – IEF does not fund release time for professors except if this release time can be related to and justified by the development of new curricular initiations. Requests for release time must be accompanied by a supporting statement from the department chairperson.

**New Courses** – When the Research and Grants Committee receives a request to support a course which has not yet been approved by the AAC, the request must go through the Courses and Programs Subcouncil for preliminary approval.