

# FACULTY SCHOLARSHIP AND SUMMER SCHOLARSHIP STIPEND GRANT PROGRAM GUIDELINES

Berry College funds the Faculty Scholarship Grant Program to encourage faculty members to engage in professional activities which will enhance their growth as scholars and teachers and contribute to the goals and objectives of their respective schools and departments as well as the institution. The program is divided into two categories: (1) Faculty Scholarship Grants and (2) Summer Scholarship Stipends.

## FACULTY SCHOLARSHIP GRANTS

### Faculty Scholarship and Summer Scholarship Stipend grant application

Faculty Scholarship Grant awards funds of up to \$3,000 per grant cycle. **All full-time faculty on a continuing appointment are eligible to apply for a Faculty Scholarship Grant.** No faculty member can receive more than a total of \$3,000 in any given year (not including a Summer Stipend). Funds may not be used to fund travel to present research nor attendance at professional meetings. Funding for these types of professional activities should be made through the appropriate dean. Funding will be considered for attendance at special workshops/seminars when the applicant provides sufficient information to relate the value of the workshop/seminar to his or her research and/or teaching. In the event the workshop/seminar is being held in conjunction with a regular professional meeting, funding will be considered only for the workshop/seminar portion of the meeting.

The Faculty Development Committee evaluates applications and makes recommendations to the provost regarding funding. Guided by the recommendations of the Faculty Development Committee, the provost will reconcile the grants with available financial resources.

## APPLICATION PROCESS

All applications for Faculty Scholarship Grants must use the printable application form available here. Faculty should submit applications through the appropriate department chair and school dean, which are then forwarded through the Research and Sponsored Programs Office to the Faculty Development Committee.

## DEADLINES

Applications are due by the end of business on the **third Wednesday of August, October, February, and April** of each year. Only a portion of the funds will be allocated during any

of the award periods. *All funds must be spent during the fiscal year in which they are awarded (fiscal year runs from July 1 through June 30 of the following year) unless special arrangements are made in advance.* Unless special arrangements are made in advance, receipts for reimbursement must be submitted within 14 days of the expense. If the applicant finds that allotted funds will not all be spent, the applicant must contact the faculty development chair as soon as possible so that the committee can award those remaining funds to another meritorious proposal. Funds are awarded within one month of each deadline.

## REPORTING REQUIREMENTS

Faculty who receive a Faculty Scholarship Grant must file a report detailing project activity and outcomes to the Office of the Provost no later than August 15 following the end of the funding period. The report form is available on the Provost's Viking Web page. In order to receive funding from the Provost's office, the applicant agrees to comply with funding stipulations regarding the timely submission of expense requests and final reports detailing project activity.

[Faculty Scholarship and Summer Scholarship Stipend grant report](#)

## EVALUATION CRITERIA

The Faculty Development Committee makes a competitive evaluation of the potential value of the various applications. The committee values:

Highest Level:

1. Measurable outcomes: Probability of success, publication, and/or meaningful contribution to the field as a result of funding support
2. Applicant reputation/previous scholarship/career trajectory

Mid-Level:

1. Completeness/clarity of application (non-technical language, thorough description)
2. Letters of support from the dean and department chair
3. Demonstrated need (financial, time sensitive, or timely for applicant's career trajectory)

Low-Level:

1. Value of project for applicants' professional development as a scholar
2. Appropriateness of request—does it align with what the grant should fund?

### 3. Reasonable budget

## SUMMER SCHOLARSHIP STIPEND

A faculty member who receives a Summer Scholarship Stipend must devote at least ten weeks of the summer to research. Faculty members may receive a summer stipend only once in a three-year period. Should a faculty member resign before the start of the next contract year, he/she will automatically relinquish the stipend.

Applications are due by the end of the day on the **third Wednesday of February** of each year and are submitted through the same procedure as the Faculty Scholarship Grants.

**Tenured and tenure-track faculty members are eligible to apply for the stipend.** Awards for summer stipends are \$5,000.

Summer Scholarship Stipend grants are evaluated with the same criteria as the Faculty Scholarship Grants.

## REPORTING REQUIREMENTS

Grant recipients must submit a final report to the office of the provost by December 1<sup>st</sup> of the year in which they received their Summer Scholarship Stipend. In order to receive funding from the Provost's office, the applicant agrees to comply with funding stipulations regarding the timely submission of expense requests and final reports detailing project activity.