TRINITY UNIVERSITY FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR 2020 SUMMER STIPEND
PROPOSALS DUE 9/6/2019

The President of the University, upon recommendation of the Faculty Development Committee (FDC) and the Vice President for Academic Affairs, will award approximately 25 summer stipends for Summer 2020. Full information on the Summer Stipend policy and the Standard Operating Procedures of the FDC is in Chapter Four of the Faculty and Contract Staff Handbook.

SUMMER STIPENDS
The purpose of a summer stipend is to encourage faculty, through the provision of summer salary support, to develop research projects, intensive scholarly activities, and activities in creative and performing arts. Summer stipends are paid at the same dollar amount for all awards. The maximum number of summer stipends and the specific dollar amount of the stipends will be set by the administration.

REQUIREMENTS
Recipients of summer stipends are required to devote at least two months (eight weeks) of full-time commitment to their project. Summer school teaching is not permitted. A report describing the activities during the period of the grant is due to David Ribble (AVPAA:B&R) on September 15, 2020.

ELIGIBILITY
All full-time faculty members are eligible for summer stipends, contingent upon their acceptance of a continued non-terminal appointment for the following academic year, except in the following cases:

- Recipients of Faculty Fellowships are not eligible for stipends recommended by the FDC while they are receiving the fellowship. Faculty Fellows also cannot receive a summer stipend during the summer following the last year of the Fellowship. (For example, if a Fellowship ran from 2017 to 2019, the faculty member would be eligible for a summer stipend in 2021 but not in 2020.)
- Summer stipends are not available to untenured faculty who have not completed all requirements for the appropriate highest degree in their fields at the time applications are to be submitted.
- Summer stipends are not available to untenured faculty after they have been given notice that they will receive a terminal contract.
- A faculty member may apply for a summer stipend and an academic leave during the same academic year (June 1 through May 31), but no more than one award will be recommended for funding. Before making any award recommendation, the faculty member will be consulted as to his or her preference.
- A tenured faculty member may not receive a summer stipend either the summer before or the summer after the year during which they are on academic leave.
- Faculty members who received a summer stipend in the previous year are not eligible to apply.
- Faculty members on 12-month contracts may apply and awards will be made for Summer Stipends, provided that arrangements for release time can be made. Summer stipend compensation will be in lieu of, but not in addition to, regular salary.
SPECIAL PROJECT EXPENSE GRANTS
Applicants may request special project funding—from Academic Affairs and/or their Department—to support their proposed stipend project. Requests should be presented in the form of a one-page memo with itemized resource requests. The project should not be dependent on the availability of a special project expense grant.

PROJECT NARRATIVES
A significant portion of the application is a narrative proposal of no more than 1,250 words submitted as Word Document or PDF. When formatting the document, please double-space the document, use a font no smaller than 10-pt, and maintain one-inch margins all around. Please do not use footnotes. Narratives must include:

a. The significance of the work and clear statement of the objectives. (State succinctly the nature and importance of the project, the originality of this approach, and the professional contribution it will make if successful.)

b. A description of how this project builds upon existing research or creative activity within your discipline and related disciplines. (Briefly summarize the state of this research and/or summarize how your project relates to, builds upon, or extends extant research).

c. How you will accomplish your objectives in the allotted summer. (Describe the methods, approaches, or activities you will perform this summer. Include any longer-range goals, as applicable.)

d. Qualifications of the applicant. (Why are you the best person to undertake this project? What qualifications, skills, or experiences prepare you to be successful?)

e. Anticipated scholarly and/or artistic output. (For example, journals in which the work might be published, names of publishers who have shown interest in the work, and exhibitions or dramatic/musical productions that could result from the proposed work.)

EVALUATION GUIDELINES
The FDC will evaluate summer stipend applications according to the following criteria:

• The applicant’s rank at the time of application.
• The level of support expressed for the proposal by the Department Chair.
• The applicant’s ability to accomplish the stated goals of past summer stipends (if applicable).
• The significance of the proposed work and clarity of the objectives.
• The applicant’s ability to situate their project within existing research/creative activity.
• Appropriateness and clarity of how the project will be accomplished.
• Qualifications of the applicant.
• Anticipated scholarly and/or artistic output.

TIPS FOR SUBMITTING A SUCCESSFUL STIPEND APPLICATION

• Project narratives that have been revised and developed through an iterative revision process are likely to be more compelling. Stipend applicants are strongly encouraged to seek feedback from departmental colleagues, as well as faculty outside of the department.
• Keep in mind that your proposal will be evaluated by faculty members from across the University. Applicants are advised to use clear language and avoid highly-specific jargon that may not be common across disciplines.

• The members of the FDC appreciate clear, specific details that convey that value of your work and the specific activities you will undertake. Narratives that rely on generalities or fail to enumerate how the project goals will be accomplished may not be funded.

• It is important that applicants establish reasonable goals and timelines. Even if the project will continue beyond the grant period, applicants are encouraged to indicate any deliverables or significant activities that will be completed during the award period.

• Incomplete applications will not be considered. Ensure that you have uploaded all required documents before submitting the form.

• Carefully review the evaluation guidelines in order to submit the most competitive proposal.

SUMMER STIPEND CALENDAR

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<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>8/16/2019</td>
<td>Applicants submit proposals to Department Chairs for review</td>
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<tr>
<td>8/23/2019</td>
<td>Chairs provide feedback to the applicant to strengthen the proposal</td>
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<tr>
<td>9/6/2019 5:00 p.m.</td>
<td>Applicants submit completed online application, project narrative, C.V., and special projects grant request (if applicable):</td>
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<td><a href="https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_1zFDJTKdp0r4LMp">https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_1zFDJTKdp0r4LMp</a></td>
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<td>Chairs submit letter of support at</td>
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<td><a href="https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_5vFMJjK01JLOMqB">https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_5vFMJjK01JLOMqB</a></td>
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<tr>
<td>Mid-December 2019</td>
<td>Applicants notified of the status of their proposal</td>
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<tr>
<td>May, June 2020</td>
<td>Awardees receive the stipend in two installments</td>
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<tr>
<td>9/15/2020</td>
<td>Report on activities completed in conjunction with the summer stipend due to Dr. David Ribble, Office of Academic Affairs</td>
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