

RIT | College of Art and Design Guidelines

Faculty Evaluation and Development (FEAD) Grant

Application Deadlines

FEAD Grant Application forms will be **emailed from the Dean's Office** to the College of Art and Design faculty in fall and spring semesters.

The dates for submission of FEAD Grant applications for the **fall semester** typically are:

- **End of October** – Faculty submits FEAD Application to their School Director
- **Mid-November** – School Director submits faculty FEAD Application to the Dean's office

The dates for submission of FEAD Grant applications for the **spring semester** typically are:

- **End of February** – Faculty submits FEAD Application to their School Director
- **Mid-March** – School Director submits faculty FEAD Application to the Dean's office

Eligibility

The following categories of faculty members **may apply** for FEAD Grant funding:

- tenured professors
- tenure-track professors
- lecturers on multiple year contracts
- senior lecturers
- principal lecturers

The following categories of faculty members **are ineligible** for FEAD Grant funding:

- visiting faculty
- adjunct faculty
- 1-year lecturer

Selection Criteria and Considerations

Through their outcomes, FEAD proposals must be tied to the faculty member's plan of work and address faculty development, teaching effectiveness, and curriculum enhancement. Unique workshops, seminars and courses that enhance and develop faculty skills are appropriate. **Priority will be given to projects that explore new information, skills, and knowledge for the individual faculty member.**

The following types of proposals are **discouraged**:

- attendance at trade shows
- purchasing or licensing of software

- regular attendance at conferences
- adjunct replacement costs for project funds to replace a faculty member with an adjunct instructor
- printing, publishing, or distribution of large, marketable or profit-making editions of manuscripts
- purchase of capital equipment (*if equipment is purchased, it becomes the property of CAD – College of Art and Design at the end of the grant period, per University guidelines*)
- continuing or repeating projects

The following types of proposals are **ineligible**:

- proposals to acquire knowledge or skills that are readily gained on campus
- proposals involving FEAD committee members
- proposals that have already been completed or are due to occur in the same semester that the application is submitted (*ex. Spring application for project occurring before May 17, 2019*)
- Proposals from faculty members who submit more than one proposal within the same grant cycle (*Grant Cycle is an Academic Year*)
- projects that cannot be completed within 12 months from the date of the award letter
- incomplete, late, or digital submissions

Budget Development and Funding

All budget figures must be well-researched, documented, and **competitively priced**.

Faculty must research and document waived fees for presenting papers or panel presentations at conferences. The committee reserves the right to adjust total dollar amount requested.

The size and scope of the grant requests may exceed the resources available. External or matching funding may be needed for large projects. Faculty must complete the project within the proposed budget parameters. The FEAD committee cannot provide additional funds for a previously approved project.

** Grants may be used to support graduate education of TT/T or Senior/Principal Lecturers as long as the education is in support of their research or scholarship goals. Reimbursement for graduate tuition expenses is not taxable to the recipient as long as the total amount received in a calendar year does not exceed \$5,250. If an employee requests reimbursement for other education related costs, such as textbooks, MAT test fees, program application fees, or travel costs, such as mileage/tolls/weekend housing, the amount would be taxable to the employee (these expenses are not part of RIT's accountable plan).*

FEAD Grant Final Reports

A written final report must be submitted to the College of Art and Design Dean's office **within three (3) months of project completion** (according to original timeline), and should consist of the following three elements:

1. A detailed assessment of the outcomes as compared to the goals outlined in the original proposal. The report should describe how the outcomes addressed faculty development, teaching effectiveness, curriculum enhancement, and scholarship/creative activity.
2. A summarized explanation of actual expenditures with explanation for any departures from the original budget proposal.
3. Evidence of completion in forms appropriate to the type of proposal. This material may include:
 - New course syllabi, class materials with relevant developments
 - Exhibition announcements or reviews
 - Conference schedule with papers presented
 - Images of resulting creative work
 - Written feedback from colleagues and/or peers

FEAD Proposal Status Notification

If Award is granted, you will be notified by the Dean's Office and further instructions will follow, such as complete and submit the following forms to Michele Washburn in the Dean's Office:

1. College of Art and Design Process and Guidelines for Awarded FEAD Grants Signature Form
2. If no prior PI Department number Exists for Awardee:
 - a) Existing Department HR/FIN Reviewer/Approver Change Form
3. If you have an existing PI Department Number, but it is not affiliated with a FEAD Grant, complete the Existing Department HR/FIN Reviewer/Approver Change Form

(Note: The forms will be distributed from the Dean's Office with the Award Letter)

Incomplete Approved FEAD Proposals

Faculty who experience problems or conflicts carrying out the approved proposal must document the problem in detail and propose a resolution to the FEAD Committee in writing. The committee will consider the amended proposal to the original grant application during the fall and spring meetings and make a formal response. The faculty member must provide both the original proposal and the amendments.

Guideline History: Revised

August 28, 2019