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FACULTY DEVELOPMENT GRANTS GUIDELINES FOR PROPOSALS

Office of Faculty Affairs
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Vail Hall, Room 105

FACULTY RESEARCH AND DEVELOPMENT PROPOSAL GUIDELINE

Proposals for Funding & Release Time[1]

Lincoln University

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FACULTY RESEARCH and DEVELOPMENT COMMITTEE:

Dr. Carmen J. Lesesne, Assistant Professor & FRDC Chair

Dr. Saurabh Gayen, Assistant Professor & FRDC Secretary

Ms. Marion Bernard- Amos, VPAA or Designee

Ms. Tiffany Davis, Library Director, Public Access & E-Resources Librarian, & Assistant Professor

Dr. Shannon Feliciano, Assistant Professor

Dr. Sakil Muhmud, Assistant Professor

Dr. Rajan Naik, Associate Professor

Dr. Lukas Pelliccio, Associate Professor

Dr. Teresa Powell, Associate Professor

[1] The Faculty Research and Development Committee (FRDC) shall conduct a fair, competitive, transparent review process to select FD proposals for funding or release time.

Updated January 2026

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1. INTRODUCTION

Lincoln University faculty established the Faculty Research and Development Committee (FRDC) to solicit, review proposals from faculty, and recommend competitive proposals to the Office of Academic Affairs for funding to advance the mission of the University. The FDRC shall conduct a fair, competitive, transparent review process to select Faculty Development (FD) proposals for funding.

2. PROPOSAL DISSEMINATION

All funded proposals must commit the recipient to do the following**:**

1. Share their results with colleagues at an officially scheduled department, college, or university meeting.
2. Submit a project report to the FRDC Chair and Faculty Affairs.

3. APPLICATION PROCEDURE

A. **Letters of Intent Requirement:** Applicants seeking funding through the Faculty Research and Development Committee (FRDC) must submit a Letter of Intent by **January 30, 2026 no later than 11:59pm EST.** The Letter of Intent should include the following details:

- Name of the applicant
- Type of proposal (e.g., development, research, or time release)
- Anticipated dates of the proposed activity (Summer, Fall, Spring, etc.)

Letters of Intent should be submitted in the electronic form provided by the chair of the FRDC clesesne@lincoln.edu with access granted to facultyaffairs@lincoln.edu.

B. Applications for Faculty Research and Development during the Summer 2026 and Fall 2026 must be submitted to the Committee via Watermark Faculty Success by **February 20, 2026, no later than 11:59 p.m. EST.** Instructions on how to submit shall be distributed via email in advance.

C. Each application must be prepared in a standard format to facilitate review by the Committee and the Office of Academic Affairs. This format is as follows:

a. A cover page containing a concise title for the project, the Applicant's name, rank, and department, the total amount of funding requested by category, and the date of the application.

b. A maximum of two pages of text (excluding budget, updated CV, and appendices) that include:

1. A concise description of the project

2. Measurable goals and objectives for the project
3. The timeframe for the project
4. How the project will enhance teaching and research at Lincoln University
5. How the outcome of the project will be measured
6. How, when, where, and with whom the project's outcome will be shared

c. A budget page detailing the funding requested, with justifications, if necessary, appendices containing conference brochures, workshop programs, software specifications, etc. (required for all FRD applications).
d. A completed "Proposal Submission Form" see Table 1.
e. Updated Curriculum Vitae (CV)

4. REVIEW OF APPLICATIONS

FRDC makes every effort to conduct a fair, competitive, transparent merit review process to select funding proposals. As such, the Committee's review of the proposal will focus on the following:

1. Content
   a. Intellectual merit
   b. Broader impacts
2. Personal Quality
   a. Potential to carry out proposed activities successfully
3. Readability:
   a. Proposal formatting and page limit
   b. Readability

5. ELIGIBILITY FOR PRIOR FUNDING RECIPIENTS

To be eligible for funding in a new round of proposals, faculty who received previous awards for the past three years must show proof that they submitted the required report to the FRDC Chair and the Office of Faculty Affairs indicating the project's progress with their current application to FRDC. This report should demonstrate the completion of the project and the extent to which the University benefited.

Proposal recipients must also share the results of their projects with faculty colleagues and students in a formal presentation by coordinating with Center for Excellence in Teaching and Learning (CETL). Once such a presentation is complete, a summary of the study finding report should be submitted to the Office of Faculty Affairs.

Faculty members are eligible to receive funding for a **maximum** of three consecutive years; eligibility resets after a one-year break.

6. MAXIMUM AWARD

Full-time faculty members may apply to the FRDC for funding for the following purposes in any combination:

a. Travel and registration expenses for conferences, workshops, and specialized courses that exceed individual and departmental travel funds

b. Salary supplements for projects requiring summer work ($3,500/month, maximum $7,000)

c. Cost of specialized supplies, research materials, and needed computer software

Please be aware: Total funds available to a single faculty member, including departmental travel funds guaranteed by the CBA, shall not exceed $10,700 per year for any combination of activities funded through allotments stipulated in sections 17.6 - 17.9, pages 71 - 75 of the Collective Bargaining Agreement. Thus, if you used your maximum travel allowance, you have only $8,400 for Faculty Development Activities.

The primary goal of any proposed faculty development project should be increasing the effectiveness of faculty teaching and research activities.

- Funds per Faculty for Attendance Only $1,800 + $400 Registration
- Funds per Faculty for Presenting $2,300 plus Registration
- Funds for Other Professional Development $1,400 per faculty
- Total available $10,700 per faculty for any combination of travel and faculty development. This includes a maximum of $2,300 in travel and $8,400 in Faculty Development.
- Faculty can attend two conferences maximum

7. PROPOSAL FOR FACULTY RELEASE TIME

Up to three faculty release time awards are available for each semester. Faculty interested in applying for 25% release time to complete projects during Fall 2026 and Spring 2027 must submit a Letter of Intent. Letters of Intent should be submitted in the electronic form provided by the FDRC Chair clesesne@lincoln.edu, with access granted to facultyaffairs@lincoln.edu, by **January 30, 2026, no later than 11:59 p.m. EST.** The Proposals must be submitted to the Committee via Watermark Faculty Success by **February 20, 2026, no later than 11:59 p.m. EST.** Instructions on how to submit shall be distributed via email in advance.

APPLICATION PROCEDURE for the submission of proposals. The requested release time should be used to support uncompensated scholarly work that will be done during the academic year, such as:

a. Completing a book (signed contract must be presented)

b. Writing and submitting a major research proposal

c. Preparing for a major exhibition or performance

d. Editing a peer-reviewed publication

e. Carrying out duties as an officer of the national or international scholarly society.

As specified in the CBA, award decisions will be made by the last day of classes in the Spring 2026 semester and announced to the affected faculty member and department chair by the last day of final exams.

8. FACULTY DEVELOPMENT REVIEW SCORING RUBRIC

FRDC makes every effort to conduct a fair, competitive, and transparent merit review process to select funding proposals.

Table 1: Proposal Submission form

Please complete Table 1 below and submit it with your FRD application.

(To be used only by the Applicant)

Name of the Applicant: _____

The rank of the Applicant :_____

Proposal Submission Date:_____

Expertise Area :_____

Prior FD Proposal Outcomes : _____

Proposal Submission Applies to Which Term: Please circle one of the following

1. Summer 2026
2. Fall 2026

Table 2: to be completed only by the FRDC reviewers.

Faculty Research and Development Proposal Scoring Rubric
(To be used only by the FRDC Reviewer)

Name of the Applicant: _____

Prior FDR Award in Previous 3 Years: Yes _____ **No** _____

If Yes, Was Report Filed: Yes _____**No** _____

Rank of the Applicant: _____

Proposal Submission Date: _____

Name of the Reviewer: _____**Reviewer Completion Date**: _____

If Applicant received prior funding and did not submit a report, then they are automatically disqualified from a new grant.

Reviewer's Overall Recommendation: Please circle one of the following

1. **Recommended**
2. **Not Recommended**

Faculty Research and Development Proposal Scoring Rubric
(To be used only by the FDC Reviewers)

Instructions: FDC makes every effort to conduct a fair, competitive, and transparent merit review process to select proposals. Please fill in the blanks below and then evaluate how well the proposal meets the following eight criteria by circling the number from 1 – 4 that best expresses your judgment for each, with 1- 2 being lowest (*not competitive)*, 3 being competitive and 4 highest (*highly competitive*)

	Not Competitive		**Competitive**	**Highly Competitive**
Criterion	**1**	**2**	**3**	**4**
1. Content				
a. **Intellectual Merit**: The intellectual merit criterion encompasses the potential to advance knowledge	Proposed project does not advance knowledge within one's own field or across different fields.	Proposed project partially advances knowledge within one's own field or across different fields.	Proposed project advances knowledge within one's own field or across different fields.	Proposed project advances knowledge, and it is creative, original, or potentially transformative.

b. **Broader Impacts**: The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes	Proposed project does not benefit LU, society, or advances desired societal outcomes.	Proposed project partially benefits LU, society, or advances desired societal outcomes.	Proposed project benefits LU, society, or advances desired societal outcomes.	Proposed project benefits LU, society, or advances desired societal outcomes to be published or presented at conferences.
2. Personal Quality				
a. Potential to carry out proposed activities successfully	Individual or team not qualified to conduct the proposed activities.	Individual or team are partially qualified to conduct the proposed activities.	Individual or team are qualified to conduct the proposed activities.	Individual or team are strongly qualified to conduct the proposed activities.
3. Formatting				
a. Formatting and Page limit	Proposed project does not follow FRDC Guidelines.	Proposed project partially follows the FRDC Guidelines.	Proposed project follows the FRDC Guidelines for the most part.	Proposed project completely follows the FRDC Guidelines.
b. Readability	Many grammatical errors and typos and lack proposal plan	Some grammatical errors and typos and lack proposal plan for carrying out the proposed activities	Limited grammatical errors and the proposal plan for carrying out the proposed activities is well-reasoned, well-organized, and based on a sound rationale	Proposal plan for carrying out the proposed activities is well reasoned, well organized, and based on a sound rationale