Paper Presentation Grants
sponsored by the
Faculty Development Committee

Objective of the Grants

The Paper Presentation Grants are designed to support faculty who are conducting research and are engaged in the writing of scholarly papers. Such work not only stimulates the faculty member involved, but also positively impacts the individuals exposed to the paper. Additionally, conference presentations provide positive visibility for Troy University.

Role of Faculty Development Committee

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Provost. The Chancellor authorizes funding. Grants are awarded on a competitive basis.

The FDC reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the Committee might request revisions and clarifications.

Eligibility

Regular teaching faculty members of Troy University, with tenure or in tenure-track positions, are eligible to receive a Paper Presentation Grant. Professional staff members are also eligible. Temporary, visiting, adjunct, or part-time faculty members are not eligible, nor are teaching assistants.

Applicants are allowed to receive any number of grants during the academic year with the maximum amount for any grant being $750 and a total amount of $1000. Applicants must list a complete history of current and previous Faculty Development Grants in their proposals (See Guidelines).

Deadlines

Proposals must be submitted *prior* to the commencement of the activity for which it is requesting funds. For the Fall, faculty must complete applications by the first Friday in September.

Deadlines for the Spring will be the first Friday in February and for the Summer, the first Friday in April.

Notification of Approval or Rejection

Each applicant will receive either a letter of approval or rejection. The Chancellor sends all letters of approval. Reviews generally require a minimum of 6-8 weeks. The Committee will act on all applications no later than the middle of the first full semester following submission. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the chair.

Payment Information/Schedule

First, the applicant must sign and return the letter of approval. The grantee should then submit a completed reimbursement form (including all applicable receipts or documentation). Reimbursement forms may be found at http://www.troy.edu/financialaffairs/forms/expense.pdf. If the expense has already been incurred, then the signed letter of approval and the reimbursement form may be submitted at the same time. After processing the reimbursement form, the University will issue a check for the approved grant amount.

All reimbursement forms or requests for grant monies must be received by the first Friday in September of the budget year in which the grant was distributed in order to receive payment. For example, if a grant is made and accepted during the 2006-2007 AY, any request for reimbursement must be made by the first Friday in September, 2007. Grantees should be aware that funds may be forfeited if the request for reimbursement is not made in a timely manner.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

Amount and Number of Grants

Individual grants are limited to a maximum of $750; grantees may apply for multiple grants in one academic year, not to exceed $1000. The number of funded Paper Presentation Grants will depend on the size of the grant budget available each year and the number of competing proposals for other grants

(Instructional Improvement, Research, Summer Research, and Page Charge/Reprint.) All proposals compete for funding from the same budget pool.

Criteria for Selection

Several criteria will be used to judge the merits of each proposal, including the following:

- **The paper must have already been accepted for presentation at a professional conference. The applicant must include proof that the paper has been accepted. Proof may include a letter from the organization, email, or copy of the conference proceedings. (See Guidelines).**

- **The paper will be presented at a national or regional (multi-state) conference; state and local conferences will receive lower priority scores.**

- **The abstract/paper has been peer-reviewed and will be published in a journal or book; unpublished oral presentations will receive lower priority scores.**

- **The applicant shows a productive record of publications as a result of previous Paper Presentation Grants.**

Use of Grants

Funds from these grants may be used to pay for the following expenses:

- **Conference registration fees**

- **Travel**

- **Per diem (meals, lodging)**

- **Presentation materials**

Limitations and Exclusions

- **The grantee may not use the funds for partial payment of salary; partial payment of salary is restricted exclusively to Summer Research Grants.**

- **The grantee may use the funds only to pay for expenses related directly to the conference.**

- **The grantee may not use the funds to pay for travel or any conference expenses of graduate students, undergraduate students, or staff.**

Guidelines for Preparing Paper Presentation Proposals

Format

- **Grant proposals submitted to Blackboard (see below) must be in either Word or Adobe Acrobat formats (.doc or .pdf file formats).**

- **Use 12-point type in standard fonts, such as New Times Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.**

- **Set margins at one inch (1") throughout (top, bottom, left, and right).**

- **Print page numbers in headers in upper right-hand corner.**

Proposal Guidelines

The proposal for a Paper Presentation Grant must include the following sections, arranged in the order presented:

- **Checklist**

- **Cover Page (no page number)**

- **Budget Page**

- **Copy of abstract of paper**

- **Discussion of the Conference/Impact of Presentation**

- **Copy of proof of acceptance of paper**

- **Grant History (previous grant support)**

Checklist

Prepare the Checklist in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. Although the Checklist is the top page of the proposal, it should be filled out last and serves the purpose of ensuring compliance to format and submission of all sections of the proposal. Do not number the Checklist.

Cover Page

Prepare the Cover Page in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. The Cover Page requires the signatures of the applicant(s), department chair, and dean. Do not number the Cover Page.

Budget Page

At the top of the Budget Page, include the following: applicant's name, type of grant, title of proposal (if any), and date of submission.

List all expenses associated with the presentation of the paper and provide a total cost for conference.

- Conference registration fees (The grant will NOT cover membership fees for the organization.)

- Travel

- Per diem (lodging, food)

- Presentation materials

The Budget Page is the first page of the proposal. Start the numbering on the Budget Page and then number all pages consecutively.

Copy of Abstract of Paper

Enclose, if possible, a copy of the cover page of the conference proceedings. Also submit a copy of the abstract of the paper that has been accepted for presentation at the conference. It is not necessary to submit a full copy of the paper itself.

Discussion of the Conference/Impact of Presentation

Applicants must provide a brief discussion of the scope or status of the conference itself. Applications should mention, for example, any sponsoring group or organization; if the proposals are peer-reviewed; if the conference is local, national, or international; if proceedings

are published in print or on-line; its approximate audience (either in numbers or by organization or field); and the rank or status of the conference within the relevant field or subfield.

Copy of Proof of Acceptance of Paper

The applicant should include proof that the paper has been accepted for the conference. This may be in the form of a letter, email, conference proceedings, or other acceptable method. If the paper has not been accepted at the time of application, the grantee should state this and indicate an approximate date for notification.

Grant History

Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Instructional Improvement, Paper Presentation, etc.), grant title(s), year(s) of award(s), amount(s) of grant(s), and co-authors, if any. If no proposals have been previously funded, the applicant should state this fact. However, the applicant does not need to list rejected proposals.

Submission of Proposal

There are two steps to the submission process:

First, submit the original proposal (including the checklist, cover page, letters of support, or other supporting documents – if required) with all original signatures to the Chair of the Faculty Development Committee. Applicants must submit and sign the checklist to assure that their proposals conform to the required format and contain all sections and subsections. The Checklist is placed on top of the proposal. Incomplete and/or nonconforming proposals will be returned.

Second, the proposal (minus any letters of support or any photocopied documents required) must be submitted in electronic format (.doc or .pdf file format ONLY) to the Faculty Development Committee Blackboard Site Drop Box. (Please note that the checklist and cover page are on the FDC website in Word format. These forms must be included (minus signatures) as the first two pages of the proposal. Do NOT submit two separate documents on-line. If you wish to scan your original proposal in its entirety and post it on-line, you may do so, but this is not required.)

To do this:

1. Go to the Troy University home page (www.troy.edu)

2. Click on "Blackboard" from the left hand list of links.

3. This will take you to the Log In page. For "User ID" enter "grant-applicant" [Note: you don't have to put the quotation marks, but make sure you include the hyphen.] For "password" enter "grantaccess". [Again, without the quotation marks.]

4. This will take you to the Faculty Development Committee's Submission site. In the middle of the page, under "My Organizations" you will see a link entitled "Faculty Development Grant Submissions" – click on that.

5. Click on "Applicant Submission" from the left hand side links.

6. Click on "Send File" at the top of the main portion of the page. Fill in the form with your name, and click on the "Browse" button to find your proposal in your computer's hard drive (or floppy). Click on "open." Add comments, if you want, and then click on "submit."

Post-conference Responsibilities

Grantees are expected to submit copies of papers, abstracts, or any other form of publication after the conference that they have not submitted previously. These publications should follow the normal citation format of the grantee's discipline, including the name of publication (book, journal, proceeding, etc.), volume (if applicable), year of publication, and page(s), etc. In addition, grantees should make every effort to participate as requested in any planned faculty colloquia or brown bag luncheons.

Additional Questions

Direct additional questions to the FDC Chair.