



Macalester College
2018 Faculty Grant Application Guidelines

Introduction:

This document contains information and instructions for faculty interested in applying for endowed or institutional grant funds to support their scholarly endeavors or to work collaboratively with a student during the summer of 2018.

There are two broad categories of support, the **Wallace Scholarly Activities (WSA) Program—Section 1**— and the **Collaborative Summer Research (CSR) Program—Section 2**. These programs differ in the types of support that are provided. The biggest distinction is that the WSA program supports *faculty scholarly activities* and the CSR program supports collaborative student-faculty projects during the summer. Please see the following sections for additional details.

1. The Wallace Scholarly Activities (WSA) Program.

1.1. Scope: The Wallace Scholarly Activities (WSA) program exists to support a community of active, engaged scholars at Macalester College. The program awards funds biannually (via one competition each semester) from the Wallace endowment to cover expenses related to the following activities:

- Domestic and international travel to (a) conduct research, (b) collaborate with colleagues on scholarly work, and (c) disseminate research at conferences.
- Purchase materials or services related to scholarly activities. This includes equipment for the laboratory or field, software, data sets, professional editing or indexing, etc.
- Student research assistance during the summer (payable bi-weekly as per College policy for summer employment, \$10.00 per hour +10% fringe benefits (FB) up to a total of \$5500 (\$5000 hourly + \$500 FB).

The WSA program does not support:

- Pedagogical development,
- Faculty salaries,
- Expenses associated with the residential aspects of sabbaticals (e.g., lodging, meals). However, a faculty member on sabbatical may apply for Wallace Scholarly Activities funds to offset costs associated for short-term trips from the sabbatical base location.

1.2. Selection Criteria

Wallace Scholarly Activities grants are awarded on a competitive basis. Strong applications are those that make a case for the impact of proposed work on scholarly development (e.g., How vital is the proposed work for furthering research goals?). Since Faculty Travel and Research (FTR), start-up, and external grant funds can also fund scholarly activities, a convincing case must be made for the need of additional College funds (e.g., Why have you prioritized FTR and start-up funds for other expenses and not the work proposed? Why are you not using external grant funds to cover expenses?) There is admittedly a tension between supporting proposals from faculty who have secured external funding and proposals from those who work in areas where there are fewer external funding sources.

Additional criteria used to evaluate applications include:

- Does the applicant propose to make frugal and prudent use of the funds?
- How many awards has the applicant received in the past and did they make productive use of them?
- What is the stature of the conference where research will be disseminated? What role will the applicant play in the conference?

- What impact will the outcome of the proposed work have? Is it clear where the activities fit in a long-term project or process; or what products might reflect the success of the work?
- How essential is proposed travel for research that advances your scholarly agenda?
- Are the Wallace funds being used as “seed money” that could lead to external grants down the road or are external funds not available for these types of projects?
- All faculty members (tenure-track, tenured, MSFEO participants, and non-tenure track) with at least one contracted year remaining of Macalester service may submit applications, but those from tenured and tenure-track faculty receive higher priority.

1.3. Program Administration

The Wallace Scholarly Activities program is administered through the Jan Serie Center for Scholarship and Teaching. Faculty members on the Strategic Planning and Analysis (SPA) make award decisions with input from the Provost and a representative of the Serie Center. Faculty may submit one application per semester.

1.4. Budget Guidelines

Demand for Wallace Scholarly Activities grants has increased in recent years, as has the average amount requested. Effective spring 2011, the Resources and Planning Committee (RPC, the precursor to SPA) established an award maximum equivalent to the cost of supporting a student collaborator. The College-wide student stipend for 2018 is \$5,000 + 10% fringe benefits. ***As such, any WSA proposals that exceed \$5,500 will not be considered.***

In cases where costs are expected to exceed \$5,500, faculty are urged to describe the anticipated additional expenses within their proposal narrative, as well as how these expenses would be paid if Wallace funding is awarded. These expenses should *not* be included in the proposed award budget. Applicants are encouraged to obtain the best possible estimates for expenses. “Other” expenses must be specified as completely as possible. RPC reserves the right to partially fund proposals.

1.5. Timing of Awards

If your proposed activities take place between June 1 and December 31, you should apply during the spring round (applications are due the third Monday of February). If the activities take place between January 1 and May 31, you should apply during the fall round (applications are due the first Monday of November).

Travel opportunities sometimes arise between the two times that RPC makes funding decisions. For these situations, faculty may decide to pay for travel expenses out of their own pocket, and then apply during the next round for a retroactive request up to \$5500. These requests are evaluated using the same criteria listed above and there is *no guarantee* that a retroactive request will be funded. The Wallace Scholarly Activities program does not reimburse FTR allocations, external grants, start-up funds, departmental funds or other institutional discretionary funds; if a retroactive request is approved, it can only be used to offset out-of-pocket expenses incurred by the faculty member.

2. **The Collaborative Summer Research (CSR) Program** supported by Macalester's Endowed Funds, Beltmann fund, or Institutional Grants from outside sources (e.g. Mellon Foundation).

2.1. Background: In December of 1997, the W.M. Keck Foundation awarded Macalester a \$500,000 grant to support student-faculty summer research collaborations in any discipline. A portion of this award formed the basis of a fund that was matched by gifts and additional grants to create a \$1.2 million endowment. Based on the donor's intent, some of these funds are restricted or have a preference for the types of projects, students or topic areas. In the summer of 2018, the following sources of funding are available:

- **Endowed Collaborative Summer Research (CSR) Funds**

This pool of over a dozen endowed funds supports collaborative projects undertaken by students with Macalester faculty from all disciplines. (Contact: Paul Overvoorde, overvoorde@macalester.edu)

- **Beltmann Funds**

These funds support collaborative projects undertaken by students with Macalester faculty in the physical and natural sciences. (Contact: Becky Hoye, hoye@macalester.edu).

- **Andrew W. Mellon Foundation *Creating Lifelong Learners Award to Macalester***

These funds support faculty-student research projects situated in a broader social or cultural context. Preference is given to immersive experiences in the humanities, arts, and humanistic social sciences. (Contact: Paul Overvoorde, overvoorde@macalester.edu)

- **Andrew W. Mellon Foundation *Renewed Purpose Award to Macalester***

These funds support faculty-student research projects that address aspects of social and cultural difference (such as race, sexuality, gender, ability, class, religion) as these are situated in a broader social or cultural context. Proposals that include immersive experiences in the humanities, arts, and humanistic social sciences will be considered. [Contact: Donna Maeda (dmaeda1@macalester.edu), Dean of Macalester's Institute for Global Citizenship (IGC).]

2.2. Scope: The CSR Program exists to support student involvement in research projects with faculty during the summer. The program awards funds each spring based on the following guidelines:

- **projects must involve students in the scholarly activities of their faculty mentor and result in a creative product by the student** (e.g. a significant artistic production, an honors project or co-authored paper, or a technology application to be implemented by the faculty, etc.) These programs do **not** allow faculty to hire student "gofers" or for students to do independent projects with only occasional faculty oversight. The student and faculty mentor should discuss the proposed project in advance.
- Projects will involve **no fewer than four and no more than ten weeks of summer work.**
- **Creative products will be completed by the end of the fall semester of the academic year** following the summer of work. The faculty-student collaborators will participate in a poster session in October and submit a brief written report by the end of the calendar year.

2.3. Review Process

2.3.1. *Review committees:* CSR awards are made on a competitive basis. Because donors with particular intent established different funds, the scope of what projects can be funded through the different sources of funding that fall in the CSR Program varies. Proposals are reviewed and prioritized by different review committees. Successful applicants should read and follow the guidelines.

- The elected faculty members on the Strategic Planning and Analysis (SPA) committee review and rank proposals for the CSR endowed funds in one of four categories: high priority, medium priority, low priority, or “do not fund”. The Associate Dean of the Faculty then works to maximize funding by matching requests with the particular intent provided by donors of the endowed funds.
- The elected faculty members on the Strategic Planning and Analysis (SPA) committee review and make funding recommendations to a Mellon grant steering committee that makes funding decisions for the *Lifelong Learners* and *New Perspectives* funds.
- A selection committee composed of science faculty reviews and makes funding decisions for the Beltmann Funds.

2.3.2. *Selection Criteria:* While the discipline or topic focus of a project are constrained by funding sources, the criteria for evaluating the projects include the following:

- the project’s potential for furthering the scholarly progress of the faculty collaborator;
- the project’s appropriateness for student’s academic or career goals;
- the potential of the project for providing the student with a challenging experience not attainable through normal course work or already available internships or stipends;
- the adequate preparation of the student to undertake the work, based on criteria established by the collaborating faculty member;
- priority will be given to rising seniors, though other students may participate with the approval of the faculty collaborator;
- the feasibility of progress or completion within the proposed schedule; and
- the appropriateness of the proposed budget.

2.4. Budget Guidelines.

For the summer of 2018, the College-wide student stipend is calculated at \$500 per week plus 10% fringe benefits (up to \$5500). On-campus housing will be available for students. Students choosing on-campus housing are required to purchase a meal plan and the housing is treated under IRS guidelines as a taxable benefit.

In addition to student stipends, budgets may include project expenses (typically up to \$500) or student travel. In establishing budgets, collaborators should remember that the explanation and justification of projected costs are an important factor in judging the proposal.

In some cases, faculty may wish to request more than one student collaborator to form a research “team,” and must budget accordingly. In each case, the research partners will have to demonstrate that the budget will cover the costs and meet the needs of the students.

Be mindful that the more expensive the project, the less competitive it may be as the reviewers attempt to support the largest possible number of students.

Questions about the...

WSA Program should be directed to Dr. Adrienne Christiansen (Christiansen@macalester.edu, x 6714), Director of the Jan Serie Center for Scholarship and Teaching.

CSR Program should be directed to Dr. Paul Overvoorde, Associate Dean of the Faculty (overvoorde@macalester.edu; x 6036) or Brenda Piatz, Program Assistant (piatz@macalester.edu; x 6036).

Beltmann Funds should go to Becky Hoye, Professor of Chemistry (hoye@macalester.edu).

Mellon Funded opportunities should be directed to Dr. Donna Maeda, Dean of the IGC (dmaeda1@macalester.edu) or Paul Overvoorde.