University of Pittsburgh

at Johnstown

Faculty Support Stipends

Objectives of the Faculty Support Stipends

The Faculty Resource Center provides support for faculty development in teaching excellence, pedagogy, and assessment. Stipends are available to assist faculty in the following areas:

- Developing course materials using technology
- Developing course outcomes and the assessment activities to measure those outcomes.
- Preparing proposals, especially interdisciplinary proposals, that address a full range of academic interests at UPJ.

Stipends will be available from $2,000 to $5,000, depending on the expected size and complexity of the project and subsequent grant proposal, and will be paid upon completion of the project.

Eligibility

All full- and part-time faculty members at Pitt-Johnstown are eligible to submit proposals

Deadline

Applications will be accepted on a rotating basis and reviewed as received. Projects to develop course materials or assessment materials are best conducted during the summer months, though certainly could be accomplished during the academic year as well. Timing for grant proposals preparation will depend on the project submission window for a given funding agency or foundation.

Format

All requests must be submitted as an e-mail attachment in PDF format (preferred) or as a MS Word document. Send the e-mail attachment to frcupj@.pitt.edu. Electronic submissions must also be accompanied by a complete hard copy of the proposal with original signatures on the cover page. The hard copy version with appropriate signatures should be delivered (by hand or campus mail) to: Trish Beatty, Faculty Resource Center, 133 Biddle Hall.

Title Page

- Name and signature of the corresponding Project Director (for contact and budget responsibility) with division/department affiliation, complete campus address, telephone and fax numbers, and e-mail address.
- Name and signature of Project Director's Division Chair

Anticipated Project Personnel

Identify other key individuals expected to be involved in the project development who will also receive stipends. These would include the project director, co-director(s), contributing faculty, etc.; include vita, contact information, and describe their level of participation in the project development.

Project Description

The request should be a narrative no more than three pages (not counting figures or references) and should be single spaced, one-inch margins, 12 pt font. The required sections are:

Project Idea:

Describe your idea in no more than three sentences. Answer the questions:

- What will you do?
- Where?
- With whom?
- Why? (MOST IMPORTANT of all!)

Broad Categories:

- What broad categories of issues or opportunities does your project address?
- Who will benefit?

Problem Statement:

Describe the specific issue that your project will address. This could be a research problem, a community need, a pedagogical issue, application of technology in the classroom, assessment methodologies, etc. It may help to define what the "community" means to you (a group of students, community of scholars, the population of a certain region, etc.). What does it look like right now? Why is it significant?

Goals & Objectives:

- Goals are broad, general, and inclusive. Goals are described in qualitative terns. You shouldn't have more that two or three goals (MAX).
- Objectives represent your specific expectations that can be described in quantitative or measurable terms. The objectives of your project will be the indicators of a successful project. Each goal may have several objectives.

Action Plan:

What are the major steps you will take to conduct this project?

Resources:

What resources will you need to accomplish these steps? (People, equipment, training, materials, supplies, services, travel, etc.)

Evaluation/Assessment:

- How will you evaluate whether your project succeeded?
- What tools, data, results, etc. will serve as indicators that the project was successful?

Budget:

Approximate total project budget

Collaborations or Partnerships:

Are there any potential collaborative partners for this project who may not be involved in project development? These could include:

- Faculty and/or staff within your unit
- Faculty and/or staff in the Pitt-Johnstown community
- The Greater Johnstown community
- Faculty at other Pitt campuses
- Other academic institutions in the area

Potential Funding Sources:

What are some possible categories for funding? What funding sources are commonly approached in your discipline? Professional societies often list possible sources. If your request is in response to a Request for Proposals from a foundation or other funding agency, please include a copy of the RFP or relevant web link. Possible funding sources include:

- Vendors
- Corporations connected to project/students
- Local, State or Federal government agencies
- Foundations

Projects to develop course materials or assessment activities may expand and ultimately be eligible for external funding. It may be useful to identify external funding sources for these projects as well.

RESOURCES AVAILABLE:

The project concept-planning sheet (pp 4 – 5) may be helpful in developing your narrative. For projects dealing with technology and assessment, the FRC Director, Lisa Bell-Loncella will be available to assist in identifying resources for the project. In addition, Trish Beatty (FRC, 133 Biddle) will be available to assist in developing the initial concept. She can also assist in project development and proposal preparation. She can help you:

- Identify funding sources
- Navigate the paper work required for submission of proposals for external funding
- Proof your narrative and work on the concepts