


**TO:** Faculty and Chairpersons at Pratt

**FROM:** Peter L. Barna, Provost 

**DATE:** October 21, 2008

**RE:** Announcement of the 2008-2009 Faculty Development Fund  
(Downloadable application available at [www.pratt.edu/provost](http://www.pratt.edu/provost) )

We are pleased to announce the 2008-2009 Faculty Development Fund. Now in its fourteenth year, the purpose of the fund is to provide financial support for the development and advancement of full-time faculty, chairpersons, and members of the adjunct and visiting faculty. This year's awards will total \$65,000 with \$15,000 allocated to encourage the development of collaborative/cross disciplinary courses/studies/projects at the Institute.

Faculty must have completed three years of service including 2008-2009 to be eligible for an individual grant or primary applicant on a joint grant. However, faculty with only one year of service including 2008-2009 are eligible when applying as a secondary applicant on a joint grant - as long as the primary applicant has at least three years of service.

**General Guidelines include:**

1. The maximum award for any one proposal will be \$3,500 for individual grants and \$5000 per team for joint grants.
2. The award will be distributed in two equal payments in May and June, 2009, and will be taxed at the same rate as regular Pratt salary. Receipts for expenditures are not required.
3. Faculty who have received an award from the Faculty Development Fund in the past two academic years (for 2006-2007 or 2007-2008) are not eligible to apply for this year's fund.

Enclosed you will find the guidelines and an application for the 2008-2009 Faculty Development Fund. The **firm deadline** for those wishing to submit applications for consideration this academic year is **Friday, January 23, 2009**. Late applications and material will not be accepted. The announcement of those faculty members who have been awarded grants will be made on around **early April, 2009** and awards will be distributed during **May and June, 2009**.

If you have any questions, feel free to contact Jeannie Dy So in the Office of the Provost, at (718) 636-3744, or at [provaa@pratt.edu](mailto:provaa@pratt.edu).

## Faculty Development Fund 2008 – 2009

### Policies and Procedures

#### PURPOSE

The Faculty Development Fund has been established to provide financial support for professional development and advancement for members of the full-time faculty, chairpersons, or members of the adjunct or visiting faculty. This support will be in the form of funds for studio projects, travel, work on publications, research, curriculum or other projects. Additionally, the committee will consider awards designated for development of collaborative/cross disciplinary courses/studies/projects by faculty teams. Please note, the award will be taxed at the same rate as Pratt salary, and distribution of the grant will be spread over two pay periods in May and June, 2009.

The funds awarded must be used in support of the project that was approved. Should extraordinary circumstances require that the project be extended beyond the projected time period, the approval of the Provost must be obtained before an extension will be permitted.

#### ELIGIBILITY

Applicants must be members of the full-time faculty, chairpersons, or members of the adjunct or visiting faculty of Pratt Institute. The primary applicant on individual and joint applications must have completed at least three years of service at the Institute, including 2008-2009, at the time of their application. Secondary applicants on joint applications need only to have completed one year of service including 2008-2009. (Faculty members on sabbatical may also be eligible). Adjunct and visiting faculty at Pratt who hold full-time positions at other academic institutions must demonstrate in their application that they had, before applying to the Pratt Faculty Development Fund, made an unsuccessful application for assistance from their primary employer. Faculty members who have received an award as an individual or primary applicant from the faculty development fund in the past two academic years (2006-2007 or 2007-2008) will not be eligible for an individual award or award as primary applicant on a joint application in 2008-2009. They are, however, eligible to receive an award as a secondary applicant on a joint application. The President of the Academic Senate is deemed ineligible during his/her term in office plus one academic year after stepping down from this position.

Recipients (both primary and secondary) of grants must be active members of the full-time faculty, chairpersons, or members of the adjunct or visiting faculty of Pratt Institute, during the awards period.

Awards will not be made for release time; all projects must be completed in addition to regular faculty responsibilities. Eligible individuals may submit up to two applications (one individual grant and only one collaborative grant either as primary or secondary applicant) per academic year. Projects must be completed and a report turned in to the Provost's office by the beginning of the Fall semester of the year the award is given, unless a written request for extension has been filed.

The grants will be awarded on the basis of merit, as determined by the Faculty Development Awards Committee, appointed by the Academic Senate. All applications are considered competitively. Joint submissions by faculty teams are considered, however, with the total award will not exceed \$5,000 per team. Application for a grant does not automatically result in an award, and the request for a specific amount of support does not ensure that all of the support will be provided.

## **APPLICATION PROCESS**

Applications are available from the Provost's office, 1st floor of the Main Building. When completed it must be returned to the Provost's office. Late applications will not be considered.

The Application page should be completed in a clear and concise manner. All proposals need to be submitted in conjunction with the Official Grant Application Form from the Office of the Provost. Failure to do so will result in immediate rejection of your application.

### **Application for Project Grant must include:**

1. A synopsis of the proposed project.
2. A description of the project in sufficient detail to enable the Awards Committee to understand and evaluate it. Slides or reproductions may be included if they would provide information useful to the Committee; (Materials will be returned to the Chair of your department).
3. A clear statement of the intention of the project and its significance to the applicants' professional development and/or educational value of the project.
4. An itemized budget excluding:
  - a. unsubstantiated purchases of computer hardware/software, technology equipment, camera's, etc. presently available at Pratt;
  - b. a salary or compensation for themselves or payment to third parties as a budget item.
5. A proposed project timetable;
6. Applicants' résumé highlights (no more than two pages);

### **Individuals may submit separate applications for:**

One application for an individual grant

One application (per team) for collaborative/cross disciplinary course/studies/project development

## **REPORT**

The Committee asks that the faculty member submit a brief, written report on the progress of the funded project to the Provost. Failure to submit a progress report may affect the Committee's consideration of future applications. Work published or exhibited by the grant recipient should be acknowledged as being supported by the "Faculty Development Fund of Pratt Institute".

**Faculty Development Fund  
2008 – 2009**

*Office of the Provost*

*Peter L. Barna  
Provost*

*Telephone:  
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(718) 636-3785*

**The Awards Committee**

**COMMITTEE MEMBERSHIP**

The Faculty Development Fund Awards Committee is appointed by the Academic Senate. All application record keeping and procedural matters are coordinated by the Office of the Provost.

The Awards Committee is composed of five faculty members who have not indicated their intention to apply for a grant in the current year. There must be a faculty appointee from each of the four schools (Architecture, Art and Design, Information and Library Science, Liberal Arts and Sciences), and one faculty appointee from the Pratt Library.

**AWARDS COMMITTEE RESPONSIBILITIES:**

The Academic Senate will convene the Awards Committee. The grant proposals will be evaluated by every member of the Awards Committee. Evaluations will be made by consensus.

At the conclusion of its deliberations, the Committee will report its recommendations to the Provost, who will determine the final awards. The Provost will inform faculty who have received awards and make public announcement of the recipients. Award winners should note that taxes will be deducted from each award amount at the same rate as their salary. The awards will be spread over two pay periods in May and June, 2009.

**THE COMMITTEE WILL CONSIDER:**

1. The project's potential for the enhancement of the professional development of the applicant and/or the project's enhancement of cross disciplinary courses/studies at the Institute.
2. The reasonableness of the budget;
3. The aesthetic, cultural, or scholarly contribution of the project to the Institute or the community at large.

**THE COMMITTEE CAN:**

1. Approve both the project and the budget;
2. Approve the project, but reduce the budget;
3. Reject the project.

**Faculty Development Fund  
2008 – 2009**

**Schedule**

<b>January 23, 2009, Friday</b>	Deadline for the receipt of grant applications in the Office of the Provost.
<b>Late March 2009</b>	Awards Committee makes recommendations to the Provost.
<b>Early April 2009</b>	The Provost announces the Awards after acceptance by recipients.
<b>May / June 2009</b>	Awards received in regular May and June pay.



**Faculty Development Fund  
2008 – 2009****BUDGET**TYPE OF APPLICATION:     Individual                       Joint

NAME(S): \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

**MATERIALS** (i.e. paints, lumber, hardware, canvas, clay, Software, disks, film, etc.)    \$ \_\_\_\_\_**EQUIPMENT** (tools, brushes, computer hardware, technology equipment, etc.)    \$ \_\_\_\_\_**FACILITIES** (studio rental, lab rental, etc.)    \$ \_\_\_\_\_**TRAVEL** (airline, mileage if personal car is used)    \$ \_\_\_\_\_**MEALS & LODGING**    \$ \_\_\_\_\_**SERVICES** (Excludes: salary or compensation for themselves or payment to third parties as a budget item.)    \$ \_\_\_\_\_**FEES** (registration, conference, library)    \$ \_\_\_\_\_**OTHER**    \$ \_\_\_\_\_**TOTAL BUDGET REQUEST**    \$                     **The applicant certifies that:**

1. All information herein and in all attachments are true and correct;
2. Any funds received shall be expended solely for the described project in accordance with the Faculty Development Fund Guidelines.

**Primary Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Secondary Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Development Fund  
2008 – 2009**

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**APPLICATION TIPS**

1. The application page should be completed in a clear and concise manner, and all proposals need to be submitted in conjunction with the official grant form from the office of the Provost.
2. A written synopsis of the proposed project should be included with the application.
3. There should be a clear explanation in the proposal of the significance and benefit of the project to Pratt students and the Institute.
4. All projected budgets should be itemized, detailed, and accurately researched.
5. The budget for “Meals & Lodging” needs to be accurately researched and appropriate to the project.
6. Individuals may submit separate applications for:
  - One application for an individual grant
  - One application (per team) for Joint Collaborative/Cross Disciplinary Course Development.
7. Budgets for unsubstantiated purchases of computer hardware/software, cameras, etc., are typically not be considered. Historically, the committee has not approved the outright granting of funds for such equipment. If these items are a part of your application, care should be taken to explain where such equipment will be placed after the grant period. The grants are intended to serve individual professional development, and not to serve to fund departmental equipment.
8. Every year there is an application(s) pertaining to the archiving of departmental materials, slides, history, personalities, etc. Though worthy of support, these proposals are seldom funded under the auspices of the Faculty Development Grant program.