

Calvin Alumni Association Faculty Grant Guidelines

The Calvin Alumni Association Board offers the Faculty Grant Program to promote and encourage Calvin College faculty in their service and research interests, further Christian scholarship, add value to teaching, and benefit Calvin students.

Since 1970, over \$700,000 has been awarded by the Alumni Association. In the 2011-12 school year, \$26,600 is available to be awarded.

Any member of the Calvin College teaching faculty (including shared and reduced load positions) may apply for a Calvin Alumni Association Faculty Grant. The following procedures, criteria, and conditions apply to the program.

Application Guidelines

1. The application must provide the information and follow the format on the grant application form (a cover page, up to three pages for the project narrative and one page for the budget and work plan). No cover letter is needed.
2. Alumni Association grants support expenses related to faculty research or service projects. This includes:
 - a. Travel expenses to archives, libraries, and historical sites for on-site research
 - b. Salary stipends for student research assistants
 - c. "Service project" collaborations between Calvin and an outside group (e.g. nursing fair, computer classes)
 - d. Supplies that are directly related to project activities
3. Grants will not be made to support the following:
 - a. Faculty salary stipends
 - b. Projects in pursuit of an academic degree
 - c. Curriculum development
 - d. Membership fees for professional organizations
 - e. Major equipment purchases (e.g. machines, computer software)
 - f. Support for family members on sabbatical trips
4. Grants are limited to a maximum of \$5,000 per project. Some applicants may receive partial grants. Up to \$500 may be used for equipment/supplies (e.g. chemicals, interviews, photocopies) that are necessary to carry out the project.
5. Student researchers will be funded at the standard campus rate. For summer research, applicants should compare the job requirements to other summer research fellowships (McGregor and Science Division) and pay accordingly. For school year research, applicants should check with the Student Employment Office for appropriate pay rates.

Funding Criteria

The criteria for submission are the same as those used by the Alumni Board for selecting awards.

1. Twenty points will be assessed for the project description. This includes a description of the project focus, the context of the research, the methodology used, and student and/or alumni involvement.
2. Ten points will be assessed for the section on Christian calling. This focuses on the Christian scholarship and on the implication of the proposed work for the Calvin wider Christian community.

3. Ten points will be assessed for the section on dissemination. This area focuses on the impact of the proposed work for Calvin College, other institutions, and Calvin alumni.

Dates to Remember

1. Due Date: Wednesday, January 11, 2012, 5 p.m. Submit applications to Susan Buist, program coordinator, via alumni@calvin.edu or the alumni office (Youngsma Center).
2. Application Status: January 20, 2012. Applications will receive an initial review by the Dean for Research and Scholarship and a screening committee of the Alumni Board. Based on this initial consideration, a subset of applicants will be notified for an interview with members of the board.
3. Alumni Board Interview: Thursday afternoon, February 9, 2012. Selected applicants *must* be available for an interview. If you will not be on campus on this date, contact Susan Buist to arrange a conference call.
4. Award Notification: February 17, 2012. Applicants will be notified of the results of their grant application.

Preferences for Funding

Although no specific points are awarded for these preferences, the Alumni Board may take into consideration the following:

1. Projects that articulate benefits to students and/or alumni, directly for student research assistants or indirectly for enhanced classroom instruction.
2. Projects that do not fit the criteria of other Calvin grants (e.g. science division fellowships, McGregor grants, provost's supplemental travel fund).
3. Applicants who have not received Alumni Association grants in the preceding two years.

Conditions of Award

1. Funds will be sent to grant recipients during the last week of March unless other arrangements are made before that date with the treasurer of the Alumni Association, Todd Lohman, in the college's financial services office.
2. Each grant recipient must submit a grant report to the Alumni Board. The report, limited to three pages, should include (1) an abstract summarizing the results or progress of the project, and (2) a statement of how Association funds were used. Grant reports must be submitted to Susan Buist prior to September 1 (or within one month of project completion for projects that extend past this date).
3. If a report is not submitted, future applications by the grant recipient for an Alumni Association Faculty Grant will not be considered. The report should be written for a general audience. The Calvin Alumni Association may also ask faculty to be interviewed about their projects for Calvin publications and be available for presentations about their research.
4. The Calvin Alumni Association encourages grant recipients to return to the Alumni Association any unused funds as well as a pro rata share of any net revenue derived by projects funded by a grant. These revenues will be used to fund future grants.