

GRANT WRITING FELLOWS PROGRAM PROPOSAL

April 2, 2014

1. Purpose: Because of its commitment to provide excellence in education, the University offers funds to support a one course (one three (3) ACE or one four (4) ACE) reassignment of workload to faculty members (or 20% for one semester for Academic Support Professionals) for the purpose of encouraging external grant applications for the mutual benefit of the University and the employee. Fellows will be required to develop and submit applications for extramural funds during the fellowship term.
2. Eligibility: In order to be eligible for a grant writing fellowship, applicants must: (1) be a member in a bargaining unit with a full-time appointment; (2) agree to remain in a full-time position at WIU the semester following the fellowship term; (3) have complied with all requirements, including a submission of a final report, for all previous grants/awards; and (4) not be required to write grants as part of one's normally assigned duties, (5) an employee shall not receive a fellowship more than once every three years.
3. Quota: Eight fellowships will be offered each year. Preference will be 1 per college. For the purposes of this grant writing fellowship, for those areas of the University where bargaining members work but are not affiliated with a specific college, members will be grouped together (such as Library, Center for International Studies, University Television, Counseling Center and Admissions) and will be considered for the 1 preference outlined above. All remaining fellowships and any unused by a college, for any reason, will be available to the next highest rated application.
4. Fellowship proposal: The fellowship proposal shall include (1) a summary of grant project; (2) a plan of activity; (3) a current vita and/or evidence of background/preparation in topic area, if appropriate; (4) expected grant funding source and estimate of funds; and (5) a report from previous fellowships, if appropriate.
5. Procedures: Fellowship proposals shall be reviewed and processed according to established procedures. All procedures will be administered by the Office of Sponsored Projects. Proposals will be reviewed by a team of evaluators that will include: the Director of Office of Sponsored Projects, a representative from the Center for Innovation in Teaching and Research, one faculty representative from each college or division selected in consultation with UPI, and an external evaluator (if needed). Applications will be reviewed using the following criteria: (1) merit of the research or scholarly activity to be proposed in the extramural grant application, (2) likelihood of extramural funding – relevance of the proposal to the sponsor's priorities, and (3) the applicant's qualifications. Evaluators will score the proposals in collaboration with the Office of Sponsored Projects Director. Proposals must be of merit to be considered for the fellowship. UPI will be provided a complete list of applicants and the rankings of the proposals.

6. Priority: If the number of acceptable grant writing fellowship proposals exceeds the number of available grant writing fellowships at the University, priority of award shall be determined based on (1) the fellowship proposal score and (2) the number of fellowships already awarded to each College for that year. Preference may be given to applicants proposing to write applications for larger grants with substantial indirect costs and/or applicants who have not received a grant writing fellowship reassignment of workload.
7. Program Need: A grant writing fellowship may be deferred up to one (1) academic year if necessitated by program need. Notice of deferral must be given upon notification of receipt of the grant writing fellowship. A deferral will not impact the number of fellowships awarded the following year.
8. Reallocation of Workload: (1) A recipient of a Grant Writing Fellowship will receive a one course reduction (or equivalent) of workload (or 20% for one semester for Academic Support Professionals). This reallocation of workload cannot place the member in an ACE overload for the academic semester or year, nor shall it leave the member with a total ACE load greater than that which s/he was assigned during the immediately preceding academic year without faculty consent.
9. Conditions: (1) Each employee in her/his grant fellowship proposal shall inform the University of other salaries, grants, fellowships, or financial support for which the employee has applied or does receive. If notice of support is received after the proposal is submitted, the employee shall notify the appropriate vice president. (2) Any change in the grant fellowship which significantly modifies the original proposal must be reported to the appropriate department chair, dean, and appropriate vice president for approval before the grant fellowship is undertaken. (3) The extramural proposal (or proposals) developed during the period must be significant in the applicants field. The expectation is the proposal results in an award to the institution, not an individual. (4) Fellows have one year from the start of their fellowship, or as appropriate with agency grant submission schedules, to submit the external grant application. If the initial submission is not funded, the applicant will work with the Office of Sponsored Projects or a grant writing coach to discuss and develop a plan for resubmission.

Report of Grant Writing Fellowship: Within one month after learning the results of their grant submission, the employee shall file a written account of grant writing activities and accomplishments as related to the goals and objectives stated in the grant writing fellowship proposal with the department chair, dean, and appropriate vice president. The report shall include (1) a summary of the project/work accomplished; (2) and/or progress toward the completion of the project, if awarded the grant; (3) an updated vita, including works-in-progress; and (4) a discussion of future benefit resulting from the grant writing fellowship. The Academic Vice President shall mark the report complete/incomplete. The faculty member will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future grant writing fellowships.