WABASH COLLEGE

FACULTY GRANTS MANUAL:

POLICIES, PROCEDURES
AND GENERAL INFORMATION

2007-2008
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INTRODUCTION

This compendium of information and procedures is meant to serve as an aid to members of the faculty as they initiate and prepare proposals for research projects, fellowships, conferences, seminars, performances, curricular innovations, and other special activities.

The administration wants to encourage and assist faculty as they seek sources of outside funding for research, scholarship, creative activities, and programmatic purposes. The Dean of the College’s Office has lead responsibility for supporting faculty in these endeavors. Both Dr. Julie Olsen, Assistant Dean of the College (Center Hall 115, x 6206, olsenj@wabash.edu) and Nancy Doemel, Senior Advancement Officer with responsibility for Corporate and Foundation Relations, (Hays Alumni Center, x 6092, doemeln@wabash.edu) stand ready to assist with research of funding sources, proposal writing, use of electronic submission, friendly reading and editing, approval of College matching funds, and pursuit of necessary signatures and support letters.

There are many faculty colleagues who have already sought and received grants from agencies to which the faculty are currently applying. Some colleagues have served on peer review panels; their expertise can be extremely helpful in proposal preparation. Both Julie Olsen and Nancy Doemel can identify those individuals, who will usually be willing to share experiences and advice.

Document Explanations

- Proposal Information Form – Faculty members thinking about writing a proposal should fill out the Preliminary Proposal Form in order to prompt assistance. (See p. 18.)

- Sign-Off Transmittal for External Applications – Faculty members ready to submit a proposal should fill out this form and, along with a copy of the proposal, should provide it to the Dean’s Office. (See p. 19.)

- Information Sheet for Fellowship Application – Because the College wants to acknowledge grantsmanship as a form of faculty scholarship activities, please submit this form to the Dean’s Office whenever you apply for a Fellowship. (See p. 21.)
I. WABASH COLLEGE RESEARCH POLICY

The education of undergraduate men, from the acquisition of knowledge and skills to the development of qualities of mind and character, is central to the mission of the College. The maintenance of an excellent faculty is crucial to that mission. For Wabash College, a community of teacher-scholars sustains excellence. Effective teacher-scholars support the mission of the College through excellent and innovating teaching, continued scholarship and creative work, and leadership in the life of the community.

First and foremost, faculty continuously achieve excellence in teaching in all its forms and settings, whether in lectures, in small group or individual discussions, in laboratory or studio work, or in office conferences. Wabash faculty are reflective about the processes of teaching and learning, annually assessing student outcomes, and improving their effectiveness as teachers. While faculty focus primarily on their own disciplines, their interests and abilities extend beyond a particular field, leading to involvement in all-college courses, co-curricular and extra-curricular activities, and the broader intellectual life of the College.

Wabash faculty share a commitment to sustained intellectual growth through continued scholarship or creative work. While the nature of this work varies by discipline, and may change during the course of a career, a common feature is that at least some of it will extend beyond the institution such that it contributes to the world of scholarship or fine arts outside the College. Research and creative activity should not compete with or detract from excellence in teaching. Rather, they enhance and complement teaching by engaging students, directly or indirectly, in the search for new knowledge and understanding, synthesis, and application.

Wabash provides leaves for faculty at specific intervals so that they may concentrate on particular scholarly projects. Additionally, the Professional Development Committee provides modest grants for research activities and for faculty development expenses. The Advancement Office and the Dean of the College’s Office assist faculty with preparation of grant proposals for federal, state, and other appropriate agencies and foundations. The College encourages research on all subjects and refrains from any kind of institutional judgment or censorship. The quality of the research is judged solely by professional standards.

Faculty members who wish to submit grant and foundation proposals that need institutional acknowledgment are urged to discuss applications with department chairs and the Senior Advancement Officer, Nancy Doemel (Hays Alumni Center, x6092, doemeln@wabash.edu). Before the deadline, the external cover sheet (p. 19) must go through administrative routing. Any proposal that requires matching funds or special allocation of space must be negotiated with the proper internal administrative officials before approval for submission will be granted. Proposals which include sabbatical leave or leaves of absence must be requested by October 1 of the year preceding the leave (see Faculty Handbook, p. 34). Faculty members are encouraged to begin the proposal process early in order to facilitate approval. Fellowship applications should be discussed with department chairs and reported to the Senior Advancement Officer; application for fellowship leaves must also be approved by the Dean and the Department Chair by October 1 of the year preceding the fellowship. (Please see p. 21 for Fellowship Application Form)

The College complies with all federal regulations and has the following assurances filed with DHHS: civil rights, misconduct in science, handicapped individuals, sex discrimination, age discrimination, drug-free workplace. In addition, the college has two committees which handle
all internal approval for research with animals and human subjects. The Human Research Review Committee reviews and evaluates faculty and student campus research projects that involve the collection of information from human participants, including those originating as class projects or independent research. The Animal Research Committee oversees the institution’s animal program, facilities, and procedures. Both committees include external professionals not affiliated with the College.

Faculty members who are awarded grants from external funding sources are required to share reporting requirements and deadlines with the Senior Advancement Officer, who will, if the faculty member wishes, prompt him or her for reports at agreed upon times. The faculty member is required to file all interim and final reports in an orderly fashion, and provides copies of those reports to the Senior Advancement Officer. In addition, faculty members are urged to work closely with the Business Office to adhere to the approved expenditure of budget funds. While some flexibility is allowed between budget categories, it is imperative that all activities related to the grant be carried out in a manner which will enhance the reputation of the individual and the College.

All major equipment awarded to the College through external funding remains the possession of the institution, unless otherwise negotiated. Decisions concerning individual cases will be handled as they arise.

The College encourages faculty members to avail themselves of all opportunities for scholarship. The administration welcomes formal and informal discussion of projects and research ideas and is committed to a policy of support for such endeavors.
II. GRANT OPPORTUNITIES

There are many sources of funding for faculty at Wabash College. These opportunities exist both internally and externally.

A. SOURCES OF INTERNAL SUPPORT

1. Faculty development funds

Every faculty member approaches his or her faculty development differently and should discuss this annually with his or her department chair. The College offers support in several specific ways:

a. Updating and expansion of computer hard-and software, allowing access to electronic databases and Internet;

b. Funds from the Dean of the College’s office for most of the expenses for professional meetings up to a total of $2,000 per faculty member per year;

c. Access to Coss Faculty Development funds, the distribution of which is based on colleagues’ judgment of individual proposal;

1) These are intended to enhance both the scholarly and professional growth of faculty as well as the educational programs of the College. Since the Faculty Development Committee administers funds from the John J. Coss Memorial Fund and from the Faculty Development Budget, proposals are expected to be consistent with the guiding statement for the Coss Memorial Fund; namely that the fund be applied for the use of the College by way of enabling members of the faculty to travel, to take leaves of absence, to engage in activities of writing or study, or to engage in other activities deemed to be conducive to the benefit of the College by advancing the professional capacities and attainments of the members of the faculty.

2) All continuing faculty and associated faculty are eligible upon employment to apply for funds. Faculty with temporary appointments may apply for support in order to deliver papers at professional meetings, in addition to meetings covered by the Dean of the College’s Office. The Faculty Development Committee will use its collective judgment to determine whether proposals are consistent with the guiding statement. Members of the Committee are available to discuss potential proposals. The committee encourages creative ideas and is open to a wide variety of proposals as long as there is a good rationale for the proposed activity. Some recent types of proposals have included:

- Presentation of papers at conferences
- Travel to collect photographs and other visual materials for classes and websites, including from art or museum exhibits
- Participation in writer workshops
- Participation in short courses (e.g. NEH seminars, Chatauqua courses, intensive language programs, workshops on teaching technology, etc.)
- Attendance at coaching clinics
- Presentation of invited talks
- Running faculty development workshops
- Paying honoraria and supporting program costs for departmental on-campus programs.

Any proposal reasonably advancing the professional development of a faculty member or the pedagogical mission of the College will receive full consideration.

d. Research and summer stipends for **Byron K. Trippett Assistant Professorships**;

Faculty who have been appointed “Byron K. Trippett Assistant Professor” are expected to develop research or creative work projects. Two types of support are available: Summer Stipends and Research Funds.

1) Summer Stipend. The purpose of the stipend is to support the assistant professor’s scholarly and creative work during the summer, including purchase of equipment and supplies. Currently the summer stipend is a salary supplement of $2,000 yearly. The purpose of the stipend is to provide time for the assistant professor’s scholarly and creative work during the summer. The first summer stipend is paid as salary after the completion of the first two semesters of teaching; the second payment is made after the completion of the fourth summer of teaching.

2) Byron K. Trippet Research Fund is administered by the Dean of the College and the Division Chairs. This fund is intended to support research or creative work, which may extend throughout the academic year and summer. To apply for research support funds, assistant professors should submit a written proposal to the Dean of the College. The faculty member should discuss his or her proposal with the Department Chair before submission. The proposal should include a narrative which clearly indicates the nature of the proposed research to be undertaken, including: a description of the project; a list of resources or sites which will be consulted, including names of contact person(s); an explanation of how the proposed work may relate to work previously undertaken by the faculty member; how it relates to current work in the discipline; and a justification of proposed purchases. The proposal must also include an itemized budget. Support monies have been provided for travel to research sites, attendance at relevant meetings and workshops, the incorporation of educational technology into course materials, and the purchase of books, software, and laboratory equipment. Equipment purchased through the BKT Research Fund is the property of the college. A report on the use of the stipend and the research grant should be given to the Dean of the College by September 15.

e. The **McLain-McTurnan-Arnold Research Scholar Program** provides a semester free of teaching and other college duties for the purpose of pursing a
research project in one’s field. Research is defined broadly to include any original investigative work. Salary and benefits are provided by the College during the period of study. Deadline for proposals is generally in early October and specified by this committee. Proposals are judged by a committee of three faculty members, one from each division. It is understood that in accepting the designation as a McLain-McTurnan-Arnold Scholar, the faculty member will report to the Committee on the work accomplished at the conclusion of the leave and will resume his or her duties in the College for the year immediately following that leave.

f. The **Summer Internship Program** in all three collegiate divisions, giving faculty members access to student assistance with research, scholarship, and creativity projects;

g. A generous **sabbatical leave** program, with faculty replacement, that sustains a department’s academic responsibilities while allowing the individual on leave to address directly research and development goals;

h. **Staff assistance** from the Advancement Office and the Dean of the College’s Office in identifying potential funding sources and in writing grant proposals to support annual as well as sabbatical research or creative work (contact Nancy Doemel in the Advancement Office at x6092 or doemeln@wabash.edu or Julie Olsen in the Dean’s Office at x6206 or olsenj@wabash.edu).

i. **Wabash Center for Teaching and Learning in Theology and Religion** offers grants for projects in religion and theology, for as long as three years and as much as $70,000, with applications received annually by January 1, May 1, and September 1. Details can be found at [http://www.wabashcenter.wabash.edu/grants/index.html](http://www.wabashcenter.wabash.edu/grants/index.html)

j. **Center for Inquiry in the Liberal Arts** has fellowship and project support available to support
   - Lilly Teaching Fellows
   - Wabash Faculty Fellows, who design and work on sabbatical liberal arts projects
   - Lilly Liberal Arts Student Interns
   - Development of new models of department and program reviews with a specific focus on the context in a liberal arts education
   - Programs in which students (pre-college through seniors) and faculty reflect on the goals and value of a Wabash liberal arts education, their careers, and life-long learning
   - Orientation in the liberal arts for pre-tenure colleagues, by purchasing books about the liberal arts and/or providing course release time when a faculty member teaches an all-campus course for the first time
   - Opportunities for Wabash faculty members to collaborate in courses and to engage in reflection and discussion of how interdisciplinary work can best contribute to a liberal arts education
   - Inquiries and projects for developing courses and/or textbooks
   - Programs to extend the classroom for Wabash students via immersion experiences and to evaluate the effectiveness of such experiences in producing positive liberal arts outcomes
• Conferences at Wabash College, increasing the number of visitors from liberal arts colleges who visit Wabash to engage in substantive conversations about the liberal arts

Those interested in learning more should contact Dr. Charles Blaich, the Director of Inquiries, at the Center (ext. 6331 or blaichc@wabash.edu).

d. **Endowed departmental funds** are available in some departments to support research and creative activity. Talk with the Department Chair to determine whether there are such funds available.

2. **Course Development Funds**
   
   a. **Coss Course Development Funds**

      The Faculty Development Committee also supports course development projects. The number of grants will vary according to the number and nature of the proposals received.

      Each grant may consist of a faculty stipend of $1,000, a supplement of up to $500 for materials, and a fund of $4,500 to hire a one-semester, one course faculty adjunct so as to provide release time of one course to the project developer. Proposals for team-taught courses may be eligible for one replacement per faculty. Any proposal involving release time and adjuncts must have the approval of the appropriate department chair(s) and the Dean. The release time may be applied either to the semester during which the course is developed, or the semester during which it is first taught.

      All faculty on continuing appointments are eligible to apply. There are no restrictions on the subject of the grants. Submissions which support the College’s efforts to develop curriculum in the areas of internationalization, diversity, and the use of new technology are encouraged.

      Each proposal should include:

      - A narrative description of the proposed course or revision and the work to be done.
      - A statement of the course objectives and its significance to the departmental or institutional curriculum.
      - Basic information about the course, such as whether it is required or elective, how often it will be offered, anticipated enrollment, whether it is taught by an individual or a team, etc.
      - A statement of endorsement by the Department Chair stating when the course will be offered.
      - An estimated budget.

      Proposals will be due in mid-March for the following academic year.

   b. **Lilly Endowment Know Indiana Program**

      Know Indiana Program is designed to support faculty who are interested in developing a better understanding of how the culture, history, resources, and people of Indiana relate to their teaching or scholarly interests. These grants will be particularly useful to faculty who are preparing first-year seminars or upper-level
course work. This program encourages faculty to include one or more modules with an Indiana focus by providing research support during module development. It will also fund course-based excursions to Indiana study sites. For more information about applications and deadlines, contact Laura Conners (connersl@wabash.edu, ext 6343.

c. Immersion Trip Support

Wabash College Immersion Trips provide opportunities for faculty and students to move beyond the campus classroom. Immersion trips expand the universe of our students, sustain and enrich their learning environment, reinforce core values, and advance the College’s mission. They are faculty-initiated, conceived, developed and undertaken as an integral component of a Wabash College course or co-curricular activity, and entail a comprehensive proposal and planning process. The Center for Academic Enrichment provides a document outlining how to plan and apply for an immersion trip (http://www.wabash.edu/cae/Immersion%20Trip%20Proposal%20Form) and select “Documents” to retrieve this document. For additional assistance, contact Jerry Bowie in the Center for Academic Enrichment, Armory 112, ext. 6343, bowenr@wabash.edu.

B. EXTERNAL GRANTS (Appendix A includes a partial list of those who have received this kind of assistance)

There are many sources of external funding for faculty, which can be broken down into the following categories:

1) Federal agencies – The federal government has large funding agencies devoted to specific clusters of disciplines. Among those in the sciences, for example, are the National Science Foundation and the National Institutes of Health. The largest agency for the Humanities is the National Endowment for the Humanities. The National Endowment for the Arts serves individuals and organizations in all branches of artistic endeavor. Other opportunities in higher education include Department of Education, Department of Energy, and Office of Naval Research. Each of these agencies has a multitude of divisions and programs. It is important to read the latest guidelines in order to identify the program most suitable for a given project. It is also important to talk with the Dean of the College about your funding idea to see whether the proposal violates Wabash’s restricting on using funding from federal grants to support the basic operations of the College.

2) State agencies – Several state agencies maintain granting programs, including the Indiana Humanities Council, the Indiana Arts Commission, the Indiana Academy of Science, and the Indiana Historical Society. It is important to talk with the Dean of the College to see whether the proposal violates Wabash’s restrictions on using funding from state grants to support the basic operations of the College.

3) Foundations – A number of foundations offer research fellowships to faculty. Among these are the Rockefeller, Guggenheim, Getty, and Sloan Foundations, American Antiquarian Society, American Council of Learned Societies (ACLS), Center for
Medieval and Renaissance Studies, Center for 17th and 18th Century Studies, American Philosophical Society, as well as the Research Corporation, Stanford Humanities Center, Woodrow Wilson National Fellowship Foundation, and the Carter G. Woodson Institute for African-American and African Studies. This list is certainly not exhaustive. Faculty looking for support should contact the Senior Advancement Officer, Nancy Doemel (doemeln@wabash.edu, ext. 6092), to discuss the project. She has resources listing all kinds of funding sources for faculty fellowships, scholarship, and creative activities.

*Wabash College Policy on Seeking State and Federal Funding*

Wabash encourages *individuals* to seek funding from state or federal sources for research or sabbatical leave funding. If a proposal is *departmental, divisional, or institutional*, the Dean of the College will want to discuss it with the faculty member(s) involved. The College has chosen to avoid relying on government funds for operation – curriculum, physical plant, or equipment – though there are some recent exceptions. Faculty members are urged to talk early with the Dean to determine whether he/she thinks the College can support a federal proposal so that the faculty member doesn’t spend valuable time preparing a proposal to a funding source which the College would have to refuse.
III. ADVANCEMENT OFFICE ASSISTANCE

A. PERSONNEL

The Senior Advancement Officer and Coordinator of Volunteer Services, Nancy Doemel, is responsible for Corporate and Foundation Relations at Wabash College. She advises and assists the faculty in the development and submission of grant proposals and submits institutional proposals to corporations and foundations. Among her responsibilities are:

1) To aid faculty and staff in the development, preparation, and submission of proposals for grants, fellowships, and projects (including conferences, performances, lecture series, seminars, etc.). This assistance includes editing, reviewing, approving the budget, and securing institutional approval.

2) To assist in identifying and researching those private foundations, corporations, and in some cases, federal or state agencies, that are potential funding sources for a particular project.

   Nancy will submit applications to private foundations and corporations with the approval of the Advancement Office and Dean of the College or the President. Faculty members wishing to seek funding from corporations or foundations need to apprise her so that efforts between institutional and faculty grants do not land on the desks of funding sources simultaneously.

3) To serve as liaison officer with funding agencies for proposals submitted by faculty. The Senior Advancement Officer will maintain communications with the funding agency while a proposal is being reviewed, as needed.

4) To negotiate grants and contracts with fiscal officers at funding agencies, along with John Culley, the Comptroller.

5) To serve as a liaison between faculty and the Business Office, which will administer grants after agency approval.

6) To conduct periodic workshops for the purpose of disseminating current grant information to the faculty

7) To provide current information about grant opportunities through periodic targeted notices.

8) To develop relationships with personnel in funding agencies in order to keep abreast of current developments and funding opportunities.

NOTE: Advance planning is often the most difficult aspect of grant application. Almost all grant programs have deadlines. Some applications must be filed a year prior to the start of the fellowship or grant. Faculty are encouraged to begin investigating potential sources of funding well in advance of expected deadlines.

B. RESOURCES

The Senior Advancement Officer subscribes to a number of written and electronic databases and journals that provide her with notices about funding opportunities. They also serve as sources in which to identify potential funding for various projects that faculty identify. In many cases these
are licensed to a single subscriber, but she will be happy to use these databases on behalf of faculty who are seeking funding.

C. ADDITIONAL WEB SITES
Foundations and Organizations with grant search sites available at no charge as of this posting. If you are using this list electronically, press CONTROL + click to follow the link below.

- Alfred P. Sloan Foundation – [www.sloan.org](http://www.sloan.org)
- American Council of Learned Societies (ACLS) [www.acls.org/](http://www.acls.org/)
- American Psychological Association – [www.apa.org/students/funding.html](http://www.apa.org/students/funding.html)
- Council for the International Exchange of Scholars (Fulbright Program) - [http://www.cies.org/cies.htm](http://www.cies.org/cies.htm)
- Council on Undergraduate Research – [www.cur.org/programs.html](http://www.cur.org/programs.html)
- Camille and Henry Dreyfus Foundation – [www.dreyfus.org](http://www.dreyfus.org)
- David and Lucile Packard Foundation - [www.packard.org](http://www.packard.org)
- Foundation Center – [www.fdncenter.org](http://www.fdncenter.org)
- Fundsnet Services Online – [www.fundsnetservices.com](http://www.fundsnetservices.com)
- GrantsNet International Funding Index – [http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/2004/grantsnet_international_funding_index](http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/2004/grantsnet_international_funding_index)
- Henry Luce Foundation – [www.hluce.org](http://www.hluce.org)
- Howard Hughes Medical Institute (HHMI) – [www.hhmi.org/undergraduate/](http://www.hhmi.org/undergraduate/)
- National Research Council – [www.nationalacademies.org/nrc](http://www.nationalacademies.org/nrc)
- Pew Charitable Trusts – [www.pewtrusts.org](http://www.pewtrusts.org)
- Social Science Research Council – [www.ssrc.org/](http://www.ssrc.org/)
- W. K. Kellogg Foundation – [www.wkkf.org](http://www.wkkf.org)
US Military Research Offices


Government and Quasi-Governmental Agencies

- Department of Commerce – www.commerce.gov
- Department of Education – www.ed.gov/
- Department of Health and Human Services – www.os.hhs.gov
- Department of Transportation – www.dot.gov/
- National Endowment For the Humanities – www.neh.gov
- National Endowment for the Arts – www.nea.gov/
- Small Business Administration – www.sba.gov/
  - National Aeronautics and Space Administration (NASA) National Space Grant College and Fellowship Program – www.calspace.ucsd.edu/spacegrant


- National Science Foundation – www.nsf.gov
  - Division of Undergraduate Education – www.nsf.gov/funding/funding_results.jsp

- Department of Agriculture – www.usda.gov/services.html
- Environmental Protection Agency – www.epa.gov/
- National Oceanographic and Atmospheric Administration (NOAA) – www.noaa.gov/
- Smithsonian Institution – www.si.edu/
  - Smithsonian Research & Study Opportunities – www.si.edu/ofg/start.htm
IV. INSTITUTIONAL PROCEDURES

A. APPLICATION/PROPOSAL SUBMISSION

In order to maintain an orderly procedure for the submission of grants and fellowships, the College has instituted a sign-off process for any grants and/or fellowships that require institutional approval (see Sign-Off Transmittal for External Applications). The sign-off sheets are available from Nancy Doemel, Julie Olsen, Chris Duff, in the faculty handbook, and in the Faculty Grants Manual.

The following steps will facilitate the development and submission of an application/proposal:

1) The faculty member should submit the Grant Request Form notifying the Senior Advancement Officer (who will share this with the Dean’s Office) that you are working on a proposal. (See p. 17) This also alerts the appropriate offices that you will need assistance with finding funding sources or writing the proposal or with signatures or support letters before submission.

2) Once a funding source has been identified, and a rough draft of the proposal is under way, the faculty member should fill out the Signoff Transmittal for External Funding Sources form (See pp. 18-19). This form will provide guidance to the faculty member about who needs to know about elements of the proposal such as matching requirements, hiring of personnel, and space requirements. It also assures that the department chair, the Advancement Officer, and the Dean’s Office are aware that a proposal is on the drawing boards. We recommend that you begin this process in a timely way so that the Senior Advancement Officer has several days to read the proposal and sign off and so that the Dean has at least a week to sign off. (Remember that both of those individuals have travel schedules that may take them out of the office on the exact day you may need the signature, if you wait too long!)

B. RECORDS AND REPORTS

Applying for external support is an important evidence of scholarship and creative activity. For that reason, the Dean’s Office maintains a copy of each submitted proposal or application, budget information, and all correspondence with the granting agency. Similarly, because the College is ultimately responsible for all grants awarded to the institution and to individuals within it, the Senior Advancement Officer also maintains files of submitted grants and reports made. Once a faculty member has received a grant, the Senior Advancement Officer will send a copy of the grant to the Business Office for auditor’s records.

Although fellowship applications generally do not require institutional approval, faculty members should inform the Senior Advancement Officer when submitting such applications (see Fellowship Information Form, p.20). If a fellowship is awarded, the Senior Advancement Officer can notify the Public Affairs Office so that they can publicize it internally and externally. Faculty should also use the form to facilitate a conversation with his/her Department Chair and the Dean of the College, since leaves are dependent on staffing arrangements and require serious curricular considerations.

It is also important to keep the Senior Advancement Officer up to date on the status of all grant proposals, both for tracking purposes and for identification of checks and award letters which come to the President’s Office.
V. BUDGETS AND FINANCIAL ACCOUNTING

A. CURRENT BUDGET INFORMATION FOR BUDGET PREPARATION

1) Indirect rate – Wabash College does not have an indirect rate and normally does not include overhead in grant proposals. Items like postage, supplies, and telephone should be line items, but items like computer services and time, library services, and space are normally College contributions to the grant and could be listed as “in-kind” contributions.

2) Summer Salary – Faculty members may request salary support for summer months calculated as allowed by the program they are applying for.

3) Student Workers – When listing student workers, budget for the entire salary expense in the event that the students hired are not work study. Student research assistants should be budgeted at a stipend of $2,400 for 8 weeks. Include 7.65% of salary for FICA expenses for summer student work. Remember also to budget for summer housing for students at $5/day.

4) Benefit Percentages – When preparing the budget for a grant application, check the most current benefit rates with Nancy Doemel. Each situation is unique and will be evaluated individually.

B. POST-AWARD ADMINISTRATION

Comptroller John Culley supervises post-award administration.

Administrative responsibilities include:

1) To complete quarterly and final financial reports required by federal agencies.

2) To prepare periodic reports for Principal Investigator (P.I.) as required by the funding agency.

C. SALARY AND BENEFIT ADMINISTRATION FOR GRANT-FUNDED ADMINISTRATIVE STAFF POSITIONS

1) Grant funding must cover the cost of all salary and benefits. Benefit eligibility for a grant-funded position is determined through consultation with the Senior Advancement Officer and Human Resources personnel. If necessary, the Director Human Resources will consult with the College’s Chief Financial Officer.

2) Grant-funded positions with approved benefit eligibility will follow the same benefit schedule and utilize the same criteria as those in place for other regularly budgeted College positions.

3) Grant-funded positions which are of a six-month duration or more, and which are scheduled for half-time work or more, should be considered benefit eligible unless at the time of grant award it is established that benefits specifically are excluded.

4) Hiring of personnel for grant-funded positions must follow normal College procedures re: creation of job description, advertising, recruiting, offers of employment, rate of pay, etc. Advertising for grant-funded positions will be charged against the grant.
5) The appointment letter for administrative staff hired for grant-funded positions may not be issued by faculty. Letters of appointment are issued by the President.

D. FACULTY RESPONSIBILITIES CONCERNING GRANT ACCOUNTING

1) It is the responsibility of the Principal Investigator to provide the granting agency with progress reports on a timely basis, as required.

2) It is assumed that all faculty members will comply completely with the conditions of the grants awarded, and that all disbursements will be made for the purposes and conditions of the awards. The College signs statements annually verifying the accuracy of the compliances.

J. The federal government has been conducting an increasing number of audits in order to diminish the number of grant fraud cases. It is essential, therefore, that faculty members document all expenses, using usual college procedures for filing those expense reports.
PROPOSAL INFORMATION FORM

Send as an e-mail attachment to Nancy Doemel at doemeln@wabash.edu

Date______________________

Name_____________________        Department ___________________________

Phone Extension ____________

I’m working on a proposal for (brief content summary): ______________________

☐ I will be submitting it to ______________________________

☐ I don’t need any assistance.

☐ My proposal requires

☐ support letter or signature from

☐ Dean’s Office
☐ President’s Office

☐ matching funds from either the department or the institution

☐ institutional information or data on ___________________

☐ electronic submission to the funding source

☐ I’d appreciate assistance with who might fund such an idea.

☐ Other ways you could assist me would be ...............................................................

18
SIGN-OFF TRANSMITTAL FOR EXTERNAL APPLICATIONS

PROJECT DESCRIPTION
1. Project Director(s): _______________________________ Dept.: _______________________________
   _______________________________ Dept.: _______________________________
2. Other Faculty Participants: _______________________________ Dept.: _______________________________
   _______________________________ Dept.: _______________________________
   External Collaborators: _______________________________
   Affiliation: _______________________________
3. Project Title: _______________________________
4. Type of Grant: ___Research ___Conference ___Curriculum ___Training
   ___Equipment ___Public Service ___Arts Perform. ___Other
5. Type of Proposal: ___New ___Renewal ___Revision ___Supplement
6. Total Project Period: _______________________________ to _______________________________
7. Total Budget Request: _______________________________ to Sponsor _______________________________
   to College _______________________________
8. J. Sponsor/Grant Organization/Program: _______________________________
   Phone No. _______________________________ Mailing Deadline: _______________________________

Compliance Checklist:

Human Subjects (Human Subject Research Review Committee) ________ (yes, n/a)
Animal Subjects (Animal Research Committee) ____________________________ (yes, n/a)

Certification: The following have reviewed this proposal and certify its feasibility; the Project Director certifies compliance with all relevant federal regulations and College standards. (See Project Checklist on next page for specific details.)

Project Director: _______________________________ Date
Senior Advancement Officer: _______________________________ Date
Dean of the College: _______________________________ Date
Chief Financial Officer: _______________________________ Date
SIGN-OFF TRANSMITTAL FOR EXTERNAL APPLICATIONS (pg. 2)

PROJECT CHECKLIST

Yes  No

___ MATCHING FUNDS. Are matching funds required as a formal condition of application by the sponsor?

Amount: ___________________ Internal Resource: ___________________

___ FACULTY TIME RELEASE. Is release time requested as part of this application?

This request needs to be discussed with the department chair and the Dean of the College before the proposal is submitted. A letter from the department/program chair in support of release time must accompany the request.

How much release time? ______________ Which semesters(s)? ______________

___ NEW PERSONNEL. Will this application commit the College to new personnel or increased effort by existing staff? The grant budget must provide all salary and benefits in accordance with personnel and benefit policies for comparable positions in the employee category.

___ EQUIPMENT. Will the grant or contract cover all expenses for purchase, installing and maintenance of the equipment? If not, please identify additional sources.

College cost share:

a) equipment ______________ amount ___________

b) installation ______________ amount ___________

c) maintenance _____________ amount ___________

___ SPACE. Will the project require alterations of existing space or new facilities?

Description of space _____________________________________________

Cost estimate ___________________________________________________

Internal contact person ___________________________________________

Projected Space Assignment of Existing Space _______________________

___ COMPUTER SERVICES. Have hardware, software, and computing time been requested from the sponsor? Feasibility of technical support needs to be discussed with the Director of Computer Services before the proposal is submitted.

Department Chair acknowledges having seen this proposal: _______________
INFORMATION SHEET FOR FELLOWSHIP APPLICATION

This form is for the College’s records. Please send this sheet and a copy of the proposal to the Senior Advancement Officer, Nancy Doemel, at the time of fellowship submission. Please also use this form to discuss your application with your department chair so that he/she is aware that staffing arrangements will need to be made when you are successful.

Name of faculty member _________________________________________________________

Department __________________________________________________________________

Date of submission ______________________________________________________________

Name of agency/foundation to whom proposal is being sent _____________________________

______________________________________________________________________________

Name of fellowship program ______________________________________________________

Anticipated date of award notification ______________________________________________
Appendix A

Wabash Faculty Who Have Received Grants from Major Funding Sources
This is not a complete list; we would appreciate knowing about additional recipients

ACLS (American Council of Learned Societies)
  Joe Day
  Leslie Day
  James Barnes

American Chemical Society/Petroleum Research Fund
  Richard Dallinger (Chemistry)
  Robert Olsen (Chemistry)
  Lon Porter (Chemistry 2006)

American Philosophical Society
  Joyce Burnette
  Joe Day

C-SPAN Faculty Development Grant
  David Timmerman (Speech)

Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Scholar
  David Blix (Religion)
  Michael Axtel (Mathematics)

The Camille and Henry Dreyfus Foundation
  Scott Feller (Chemistry)
  Lon Porter (Chemistry)
  Ann Taylor (Chemistry)

Fulbright Scholarship (through Council for International Exchange of Scholars – CIES)
  James J. Barnes (History)
  Bert Barreto (Economics)
  Warren Rosenberg (English)

Indiana Arts Commission
  Douglas Calisch (Art)
  Dwight Watson (Theater)

Institute for Aegean Prehistory
  Leslie Day

Lilly Endowment
  Deborah Butler (Teacher Education)
  William Placher (Religion)
  Douglas Calisch (Art)
  Thomas Campbell (English)
  William Doemel (Center of Inquiry, Biology)
P. Donald Herring (English)
Lucinda Huffaker (Center for Teaching and Learning in Theology and Religion)
Charles Blaich (Center of Inquiry, Psychology)
Julie Olsen, Assistant to the Dean
Nancy Doemel, Senior Advancement Officer

National Cancer Institute
Carl Thompson (Psychology)

National Geographic Society
Leslie Day (Classics)

NEA (National Endowment for the Arts)
Fellowship Marc Hudson (English)

NEH (National Endowment for the Humanities)
Summer Seminar Tom Stokes (Modern Languages), Joe Day (Classics), Brian Tucker (German), David Kubiak (Classics), Gilberto Gomez 2006), Agata Sczeszak-Brewer (English)
Fellowship Joseph Day (Classics)
Research Robert Royalty (Religion 2005-06)
Summer Study Stephen Morillo (History)
Visiting Scholar Stephen Morillo (History)

Newberry Library
Gilberto Gómez (Modern Languages)
James Fisher (Theater)
Warren Rosenberg (English)

NIH (National Institutes of Health)
AREA Carl Thompson (Psychology)

NSF (National Science Foundation)
Charles Blaich (Center of Inquiry, Psychology)
Joyce Burnette (Economics)
Richard Dallinger (Chemistry)
Scott Feller (Chemistry)
James Brown (Physics)
Ann Taylor (Chemistry)
David Maharry (Mathematics and Computer Science)
J.D. Phillips (Mathematics and Computer Science)
Chad Westphal (Mathematics and Computer Science)

Petroleum Research Fund
Bob Olsen (Chemistry)

Princeton University Center for the Study of Religion
Fellowship - Jonathan Baer
Fellowship – William Placher

Research Corporation

Bob Olsen (Chemistry)
David Polley (Biology)
Julie Olsen (Assistant Dean, Chemistry)

School of Classical Studies at Athens, Greece
Visiting Whitehead Professorship (2005-06) – Leslie Day

Stanford Humanities Center
Robert Royalty (Religion)
William Placher (Religion)

US Department of Agriculture
Ann Taylor (Chemistry)
McLain-McTurnan-Arnold Research Scholars

Ann Taylor (Chemistry) - 2007
Todd McDorman (Rhetoric) - 2006
Stephen Morillo (History) – 2005
Dennis Kraus (Physics) – 2004
Joy Castro (English) – 2003
Eric Wetzel (Biology) – 2002
Gilberto Gomez (Modern Languages) – 2001
L. David Polley (Biology) – 2000
James Fisher (Theater) – 1999
David Krohne (Biology) – 1998
Richard Dallinger (Chemistry) – 1997
Thomas Stokes (Modern Languages) – 1996
Warren Rosenberg (English) – 1995
Stephen Webb (Religion) – 1994
Leslie and Joe Day (Classics) – 1993
Melissa Butler (Political Science) - 1992