

Department of Mathematical Sciences Foundation Grants Guidelines

Eligibility:

Regular and temporary faculty in the Department of Mathematical Sciences are eligible to apply for grants funded through the Department's Foundation Account. Part-time faculty members are not eligible for grants.

Note: Committee members are eligible for grants; however, an individual from the Committee who applies for funding will not participate in the discussion on his or her proposal.

Purpose:

The funds in this account come from contributions to the Georgia Southern University Foundation. The contributors — alumni, faculty, staff, and friends of the Department — intend that the funds be used for the betterment of the Department. Accordingly, the purpose of these grants is to fund activities that benefit faculty members and the department through:

- a. professional travel;
- b. projects requiring software and/or hardware purchases;
- c. stipends and travel for speakers;
- d. other worthwhile activities that require expenditure of funds.

Levels of Funding:

In order to fund as many requests as possible, grants are usually between \$150 and \$350. Grants normally do not exceed \$500; however, larger requests may be considered, particularly in the case of joint proposals that involve several faculty members. Also available are mini-grants, which are proposals requesting less than \$100.

The Committee, in consultation with the Department Chair, will cap the total funds available.

When to Apply:

The deadline for the Fall funding cycle is usually in late October. The deadline for the Spring funding cycle is usually late February.

Restrictions:

An individual faculty member may receive only one award per academic year. However, an exception for a second award would be considered if one of the two proposals is submitted jointly with one or more colleagues in the department. Proposals beyond the first proposal that is funded will be given lower priority. Receipt of an award in one year does not preclude an award in the next year. However, preference will be given to faculty members who have not received a grant from this fund within the previous year. If you are unsure of your eligibility status, contact the committee chair.

Note: Funds may not support faculty salary or salaries for student aides.

Selection Criteria:

Applications will be reviewed and award determinations made by the Committee.

If a project falls under the category of "Development of Instruction" or "Research" or "Service", it is expected that the faculty member will first seek funding from grants awarded through the Faculty Development Committee for Development of Instruction, the Faculty Research Committee, or the Faculty Service Committee, respectively. If a faculty member is eligible to apply for travel that will impact instruction, it is expected

that he or she will first seek funding through a Faculty Development Committee Professional Travel Grant. An applicant must demonstrate that he or she has sought funding from outside the Department of Mathematical Sciences, including Graduate Faculty resources, or document that he or she is not eligible for other types of funding. Priority in funding will be given to

1. projects that impact a large number of faculty members and/or students (such as speakers, course development, etc.);
2. professional travel requests from faculty members who are ineligible or have been denied funds from other funding sources outside the Department;
3. software/hardware purchases for activities that are not funded through other sources outside the Department.

Evaluation of Outcomes:

In an effort to impact as large a number of colleagues as possible, individuals who receive a grant through the Department Foundation Account will be expected to share information and/or results obtained from funded activities. This can be done by a departmental presentation, workshop, comprehensive written report, etc. The Committee will help with scheduling such presentations, if needed.

Application Format:

Please submit five copies of your proposal to the Committee Chair. To be considered for funding your proposal must address all of the following:

1. Describe briefly, but specifically, the project or activity for which you are requesting funds. You may be asked for more detail, if needed, to evaluate your proposal properly.
2. State the purpose of the project or activity for which you are requesting funds. State specific outcomes you expect from this endeavor. State specific ways in which the Department of Mathematical Sciences will benefit from your involvement in this project.
3. Indicate your efforts to obtain funding from other sources, by detailing how much funding was received or any funding that is pending. Note: This does not apply to mini-grant proposals.
4. Give a detailed budget for the project or activity. Your proposal should clearly justify each line item. Also state the amount that you request from the committee.