Purpose:
The FPDC Small Grant will award regular (tenured or tenure-track) faculty members funds for a wide spectrum of uses as defined by the various FPDC Subcommittees. All funding must adhere to the State Expenditure Funding Guidelines.

Definitions:
Research, grants and contracts, Service and Service–Learning, Teaching and Learning, and Technology are defined by the FPDC subcommittees. See the FPDC website for more information.

Eligibility:
Recipients must be full-time faculty members. Novice researchers are encouraged to apply for a Research Subcommittee small grant. The Research Subcommittee also invites faculty-student research projects; however, a faculty member must be the principal researcher, since the purpose is not to fund student research. In joint faculty-student research projects, the student(s) must work in partnership with the faculty member, not merely for or under the faculty member.

Uses:
Small faculty grants will be awarded for a wide variety of uses, including materials, book purchases, administrative costs, discussion groups, new equipment (see Limitation #4), computer programs, guest lecture fees, etc.

Limitations:
1. The maximum award will be $1,000. [NOTE: Grant proposals to the Teaching and Learning Subcommittee should address how student learning or advising will be enhanced through the grant proposal project.]
2. Although grants may be used for honoraria for guest presenters, they may not be used to pay salaries or stipends to the applicants.
3. Requests for equipment will be considered, provided that the proposal offers strong justification related to the needs of the project. Any such items purchased with FPDC grant funds will be the property of California University of Pennsylvania. Computing equipment or software must be approved by Utech Services.
4. Awards will not be made to faculty for projects that have already been completed, or to projects that are nearly complete at the time the faculty member applies.
5. Only one application per faculty member per subcommittee per year will be accepted.
6. Grants may be awarded only for activities that fit the subcommittee's definition.

Application Procedure:
Briefly describe:
1. Activity or project for which funds are requested.
2. Specific project objectives.
3. Potential contribution of this project to the applicant(s) professional development within the area for which the funds were requested.
4. Timeline for activity or project, including all key activities and ending date.
5. How the funds specifically will be used.
6. How your proposal will both benefit the organizations to which you are contributing and this university.
7. Repeated requests for the same activity that has scholarly growth potential should be made through the Continuing Excellence Fund application. Please check on the front of the FPDC Grant Application form that you are applying through this fund. Guidelines for the Continuing Excellence Fund can be found at the FPDC website.

NOTE: The Subcommittee will not consider any applications that do not have the support of the dean. The proposal may not exceed five pages in length, including the title page.

Evaluation:
Members of the subcommittees will review each application for its value, clarity, feasibility, and potential contribution to the professional development of the faculty member(s).

Teaching & Learning Subcommittee

The Teaching & Learning Subcommittee has chosen to base their decision on the following criteria.

Viability	Degree of **actual pragmatic application** the project affords
Need	Is there a clear need for the project? (data-driven)
Projected Future Benefits	- Professional development - Undergraduate research - Long-term learning prospects - Frequency of use and numbers of students standing to gain from the project
Effectiveness as a Teaching Tool	How likely would students' learning experience be significantly enriched?
Tangible Ratio	Tangible **ratio** of cost to benefit
Written Quality	Proposal follows - Mechanics (spelling, punctuation, etc.) - Syntax, clarity - Organization - Consistency of format, etc.
Innovation and Imagination	Innovation and imagination of the project

Funding Procedure:
The funds are to be utilized in the timeline for which they were requested (not to extend beyond the end of the fiscal year in which the award was made). If extenuating circumstances arise which impede the progress on the project, then the project director must request an extension by submitting an appropriate justification for the delay and a revised timeline for completion of the project. If the faculty member(s) cannot (or choose not to) complete the project at all, then they must notify the FPDC that they will not be completing the project. If an extension is not requested, any grant funds not used or encumbered by the end of the project period are to be returned to the FPDC.

Deadlines for Application and Funding Decisions:
Applications are accepted on a rolling basis and will be reviewed in the order received; however, applications must be received in a timely fashion so that the application can be reviewed and a decision made at least 30 days prior to the event/project. Thus, in planning the timing of any projects, Project Directors should be cognizant that the FPD Committee does not meet during breaks or during the summer term. Thus, while applications are accepted during the winter break, they will not be considered until the spring term. Likewise, applications submitted during the summer term will not be considered until the fall term.

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