

Proposal Writing Institute

The college recognizes that some faculty who may have the potential to obtain external grant funding to support their scholarly, artistic, or other professional projects do not have the experience and expertise in writing proposals that could enable them to be successful in acquiring grants. The Proposal Writing Institute will begin during the summer of 2011 and run through June 2012, and offer these faculty focused, intensive training to develop that expertise. In doing so they will be aided by Grants Office personnel and selected Mentors, faculty with a record of success in seeking external funding. The goal is for participants to be able to create a proposal suitable for submission to an appropriate funder.

In this document the faculty who are undergoing the training are referred to as Participants and the faculty who assist in the training are referred to as Mentors.

Selection of Participants

A call for applications will be issued as soon as plans are complete. Faculty are eligible to apply if they have never been awarded external funding through a competitive process. While preference will be given to applicants without prior awards, those with minor successes may also apply and will be considered.

Eligible faculty members are required to complete a brief application form that includes:

- a description of a project idea
- a statement of what the applicant hopes to gain by engaging in the summer workshop series
- a description of any pilot work completed such as prior R&PD project work or dissertation work or work supported by any internal funding
- a copy of the applicant's most current curriculum vitae.

The Grants Office will select Participants with these criteria:

- Applicants have a viable idea in mind
- The idea has been clearly thought out
- The idea appears likely to be fundable, i.e. there are possible sources of funding

An interview with the Grants Office may be used to help assess how far along applicants are in their planning, and whether they may need to do more work with internal support before proceeding to seek external funding.

Selection of Mentors

Mentors will be selected after the Participants are selected.

A call for applications will be issued.

Mentors must have success as a project director or critical contributor to a competitive external award of at least \$20,000. In applying to be Mentors they will describe their grant related

experience and skills and explain how they believe they can contribute. The Grants Office will select Mentors based on their potential contributions, their specific skills and the goal of having a full spectrum of skills on the Mentor panel, and the need to match Mentors with the needs of the Participants.

Responsibilities of Participants

- In June 2011 participate in a weeklong (four full days) workshop of proposal development covering all of the fundamental areas of proposal development aided by Grants Office and Mentors.
- Between June workshop and follow up meetings in July, develop a draft proposal.
- Meet with assigned Mentor at a scheduled date in July to discuss progress and receive feedback, then work on next draft.
- Participate in a two-day group workshop in August 2011 where they will discuss their progress with Mentors and Grants Office, and receive evaluations and comments.
- By June 30 2012, complete and submit to the Grants Office a proposal suitable for submission to an external funder.

Responsibilities of Mentors

- During the four-day June workshop, serve as resources to Participants and support Grants Office in presentation of material, especially as regarding discipline-specific aspects. Meet with two assigned Participants for discussion of their plans and specific needs.
- In July meet with the two Participants to review proposal development process, read draft and discuss revisions, and confer about next steps.
- In the two-day August workshop, participate in a plenary workshop that will discuss general questions on the first day; read next drafts of the proposals by the two Participants they have been mentoring as well as one other proposal; on the second day serve on a Mentor Review Panel that will give feedback on proposals, evaluating them based on generic quality as well as funder criteria if these are known.

Stipends for Participants

Participants will receive total stipends of \$3,000 in three installments: \$800 in FY 2011 for participation in the June 2011 workshop; \$800 at the end of Summer 2011 for development of draft proposal and participation in July and August activities as above; and \$1400 upon submission of the final proposal to an external funder prior to June 30, 2012.

Compensation of Mentors

Mentors will receive stipends of \$1,000: \$500 in FY 2011 for participation in the June workshop, and \$500 after the August 20011 workshop.

Memorandum of Agreement

The College and the Stockton Federation of Teachers agree to the creation of the Proposal Writing Workshop as described below, for the period 2011-2012, i.e. one complete cycle. It is understood that the College hopes to repeat the program in the future, and that changes may be made based on the initial experience. Specifically the parties have agreed that in future offerings a means will be identified for a faculty role in the selection of Participants and Mentors.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this _____ day of _____, 2011.

For Richard Stockton College

For the Stockton Federation of Teachers

Herman J. Saatkamp, President

Tim Haresign, President