**Paul Lee Professional Development Grant Application Template**

Use this template to prepare your grant application for entry into the online application. Please note that grant applications are **only** accepted via the online application; do not email this template to the Office of Professional Development.

**Contact Information (for system use only)**

This information is for internal Office of Professional Development use only, and will not appear to the review committee.

Name:

VCCS College/Agency:

Email:

College Mailing Address:

**Description of Professional Development Project**

**Please note:** all information in this section is subject to a blind review process; **do** **not** mention college, campus, faculty, or staff names.

1. **Title of the professional development project**
*Repeat the same title on the cover page of your proposal.*

1. **Abstract of the professional development project**
*Write a brief abstract or summary of the purpose and contents of your proposal in 500 characters or less. Do not include information that does not appear in the body of your proposal.*

1. **Statement of problem, purpose, and rationale of professional development project**
*Discuss the background leading to your proposed project, your major research question(s), how you propose to answer the question(s) or solve the problem(s), and the rationale. Limit response to 2000 characters or less.*

1. **Methodology**
*Specify the steps involved in your project and include a projected timeline of activities. Be certain that the methodology justifies your proposed budget. Limit response to 2000 characters or less.*

1. **Anticipated outcomes and benefits of the professional development project**
*Specifically, who will benefit from your work and how? How will your students, your discipline, and/or your college benefit from your activity? Are there any other potential benefits for the community and/or VCCS? Be specific but brief. You may also address how the grant may help you fulfill your professional goals. Limit response to 1500 characters or less.*

1. **Collaboration***Describe interaction with colleagues and offices inside and/or outside the college in the development and implementation of this project. Do not identify individuals or your college by name. If funding or time is to be split among more than one author, please indicate in this section. Be specific but brief.*

1. **Assessment of proposed professional development project***Describe how you will assess each of the target outcomes described in #5 above. Consult with your Office of Institutional Research to develop valid and reliable assessment plans. Limit response to 1500 characters or less.*

**Technical Information**

**Please note:** all information in this section is subject to a blind review process; **do** **not** mention college, campus, faculty, or staff names.

1. **Is this grant proposal a resubmission of a non-funded proposal?***If yes, please give the semester, year, and title of the proposal. For example:*

*F2016-1356P-FF means a Fall 2016 professional development grant (P) numbered 1356 that was fully funded (FF).*

*S2017-1379P-PF means a Spring 2017 professional development grant (P) numbered 1379 that was partially funded (PF).*

Yes

No

(If Yes) Semester & Year

(If Yes) Grant Title

1. **Have you received a VCCS professional development grant before?***If yes, specify semester and year, grant number and title for each grant that you have received.
Note: overdue final reports must be submitted before a subsequent grant award can be made.*Yes
No
(If Yes) Previously received grants: specify semester, year, grant number, and title
2. **Is this proposal a continuation of a VCCS professional development grant awarded previously?***Answer yes if this proposal builds on your last VCCS professional development grant award and answer no if it is a new proposal. If this is a continuation proposal, the applicant is required to have previously submitted a final report to receive further funding.*Yes
No
3. **Is this proposal designed to supplement another type of grant?***If you have another source of grant funding either from inside or outside the college, please indicate here. If “yes,” be specific in your budget section about how this grant award will supplement and enhance existing grant funding.*Yes
No
(If Yes) Type of grant and funding total
4. **Please specify the dollar amount being requested for the type of funding being sought***It may be for time (5a), expenses (5b), or a combination of the two. For help in constructing your budget, follow this link to use the* [*Federal GSA Per Diem Calculator*](http://perdiemcalc.net/gsa/)*.*
	1. **Time***For fall/spring submission: Indicate the number of semester hours of time that you are requesting. The total amount will be stated in the space provided by multiplying the requested hours by $936. This amount will be sent to your college to reimburse an adjunct faculty replacement, or to award to the applicant minus taxes and social security.*(Fall and spring semester only) Numbers of credits ($936/credit up to 8 hours)
	(Summer semester only) $2,500 flat funding (minus taxes and social security)
	(If fall/spring) Number of credits       Credits x $936 per credit =
	(If summer) Summer stipend = $2,500
	2. **Itemization of Expenses***Provide a cost outline that clearly supports the methodology section of your proposal. Grant money will be provided for approved reimbursable expenses only. Be specific about the dollar amount of each item requested and provide information as to how you derived the estimated cost, e.g. vendor quotes, business office estimates, catalog research, etc. The maximum award for expenses is $5000.*

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| **Budget Item** | **How was the Cost Derived?** | **Estimated Amount** |
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Total budget items
Total amount requested (5a + 5b)

1. **Specify funding period***Mark to indicate the semester for which your grant application is being made. Below the semester, enter the appropriate year.
Important: this is not the semester in which you apply. It is the semester in which you will carry out your project.*Summer semester (work to be done May 15 – August 15)
Fall semester (work to be done August 16 – December 31)
Spring semester (work to be done January 1 – May 14)
Semester year
2. **College commitment***Provide a description of the college commitment only after your dean, vice president of instruction, or supervisor has reviewed and approved these items. College commitment can be demonstrated through intangible items such as leadership or collaboration and tangible items such as funding, duplication, mailing etc. Provide a cost estimate of tangible contributions, if applicable.*
3. **Personal commitment***Provide evidence of your personal commitment to the proposal which may include related expenses already incurred or expenses that you are willing to incur. Examples include prior experience with or work on the project, time exceeding that provided by the grant, and use of your own funds, supplies, and equipment.*
4. **Dissemination of results***You are strongly encouraged to share the results of your research with your students and/or with colleagues at your college, peer group meetings, local conferences, national professional association meetings, and by publication in* Inquiry – The Journal of the Virginia Community Colleges*.*I am willing to present the findings of my research grant at (check all that apply):
      Peer group conference
      VCCS New Horizons conference
      *Inquiry – The Journal of the Virginia Community Colleges*      Other
(If other) Other dissemination of results

**Confirm Eligibility**

Grant applications must meet established standards to be considered by the review committee. Review these standards in the Frequently Asked Questions and Project Eligibility guidelines below:

[Frequently Asked Questions](http://cdn.vccs.edu/wp-content/uploads/2014/07/Frequently-Asked-Questions-140731.pdf)

[Project Eligibility](http://cdn.vccs.edu/wp-content/uploads/2014/07/Project-Eligibility-C-1.pdf)

**Please confirm that your application meets the following***Confirm* ***all*** *of the following by checking each box.*      I confirm that I am a full-time or adjunct faculty member at a VCCS college
      I confirm that my grant application does not request funds for equipment, supplies, or software
      I confirm that, to the best of my knowledge, the above information provided is truthful and accurate

**Notes**

1. Materials developed or created while employed by the Commonwealth of Virginia are subject to Section 12, Intellectual Property, of the "VCCS Manual.” Any materials developed or created in full or in part through VCCS Professional Development Grant Awards should acknowledge the contribution of the college and the VCCS. (Refer to Section 12, “VCCS Policy Manual”).
2. Any publication or presentation that results from a VCCS grant must include a statement that the project was funded wholly or partially through the VCCS Office of Professional Development.
3. The decision of the committee is final.
4. Submit this VCCS professional development grant application online by 5:00 pm EST on the deadline date. No paper or hard copies will be accepted.
5. Scan the completed cover page with required signatures and email to The Office of Professional Development at opd@vccs.edu by 5:00 pm EST on the deadline date.
6. The following colleges require that you first route your proposal to their person in charge of grants:

At **ESCC**, all proposals must go through the Office of Development prior to being submitted electronically. Please contact Eve Belote at ebelote@es.vccs.edu or (757) 789-1767 for assistance.

At **GCC**, all proposals must go through the Office of Institutional Advancement prior to being submitted electronically. Please contact Ron Hunt at rhunt@germanna.edu or (540) 834-1932 for assistance.

At **JSRCC**, all proposals must go through the Office of Institutional Development prior to being submitted electronically. Please contact Nancy Mihalko at nmihalko@reynolds.edu or (804) 523-5814 for assistance.

At **NVCC**, all proposals must go through the Office of Grant Development prior to being submitted electronically. Please contract Susi Mattheisen at smattheisen@nvcc.edu or (703) 323-3541 for assistance.

At **PHCC**, all proposals must go through the Office of Grant Development prior to being submitted electronically. Please contact Sara Beth Morrison at sbmorrison@patrickhenry.edu or (276) 656-0322 for assistance.

At **RCC**, all proposals must go through the Office of Research, Effectiveness, and Planning prior to being submitted electronically. Please contact Glenda Haynie at ghaynie@rappahannock.edu or (804) 333-6719 for assistance.

At **TCC**, all proposals must go through the Office of Grants and Sponsored Programs prior to being submitted electronically. Please contact Betsy Foushee at bfoushee@tcc.edu or (757) 822-1646 for assistance.

At **TNCC**, all proposals must go through the Office of Development prior to being submitted electronically. Please contact Terry Wagner at wagnert@tncc.edu or (757) 258-6675 for assistance.

At ***VHCC***, all proposals must go through the Resource Development Office prior to being submitted electronically. Please contact Laura Pennington at lpennington@vhcc.edu or (276) 739-2538 for assistance.

At **VWCC**, all proposals must go through the Office of Grant Development and Special Projects prior to being submitted electronically. Please contract Marilyn Herbert-Ashton at mherbert-ashton@virginiawestern.edu or (540) 857-6372 for assistance.