

UNIT HEAD GUIDELINES

The unit head statement indicates approval of the budget submitted to the Faculty Research and Development Committee.

You know your faculty, where they are in their career, the relative merits of this research within the discipline, and available resources to carry out the research in your unit, better than the R&D Committee. Since R&D funds are limited we ask you to take this responsibility seriously and discourage faculty from submitting proposals without sufficient time for you to critically review them in advance. You can also help them reach the appropriate descriptive language so that faculty from other non-related disciplines will be able to understand the substance of the proposal and the relative importance of the grant resources to its conduct.

In the letter of support, we ask the unit head to address the following:

- ✚ contribution of the project to development of the applicant's professional competence,
- ✚ contribution to advancement of the profession,
- ✚ merit of the proposal,
- ✚ whether applicant will be exclusively employed at GVSU as full-time for two years from the start of the project,
- ✚ applicant's qualifications for the project,
- ✚ does the applicant have sufficient time to carry out the project,
- ✚ is the academic unit able to provide the space, equipment, and incidental supplies needed to carry out this project,
- ✚ are supplies requested not supplied by the department, and
- ✚ is applicant applying (or received) other grants or stipends for other activities which would take place during this requested grant period? If yes, please describe.

If you have any questions please call Jean Moseler
at the
Faculty Research and Development Center - 331-2281