

The Faculty Course Reassignment for Research and Creative Expression Program is a supplemental funding option of the Catalyst Grant for Research and Creativity. Please refer to the Catalyst Grant for proposal preparation guidelines.

Purpose Provides unencumbered time to help fulfill the demands of unusually time-intensive projects. Preference will be given to faculty who are nearing a review for promotion or promotion and tenure, and who require a Course Reassignment to complete a major project essential for strengthening an upcoming promotion, and to faculty who require the course release to complete a major project (e.g., book, major grant for external funding, fieldwork/archival work, research collaboration, etc.).

Eligibility Tenured or tenure-track faculty members on continuing appointment are eligible and require approval from the applicant's appointing officer.

Given equally meritorious applications, preference will be given to individuals who have not received prior funding under this program (particularly within the past two years) and those individuals that are actively disseminating their work or seeking alternative sources (particularly external sources) of support.

Any previous grants must be closed and the final report sent into CSCE before current submissions will be considered. Only one proposal per review cycle may be submitted.

Funding Limitations The Research and Development Committee will consider requests by the applicant to provide support for a one course time reassignment in order to help fulfill the proposed project's goals. This support will be in the form of a \$3000 compensation made to the faculty member's department, through the Dean's office, to support the cost of a replacement instructor to cover one course, or similar responsibilities, normally performed by the applicant. Please note that these compensatory funds are highly competitive and are given in recognition of research proposals of superior quality.

Funding Cycles The application for the Faculty Course Reassignment funds are to be submitted in conjunction with the Catalyst Grant applications.

October 1 (award notification by October 30) – Granting period 11/1 - 10/30
March 1 (award notification by March 30) – Granting period 4/1 - 3/31

Apply online through "My Apps" www.gvsu.edu/csce/grants (using the Catalyst Fund).

Review Process Faculty Course Reassignment proposals have the same criteria and are awarded by the same competitive review process as Catalyst Grant proposals.

**Proposal
Guidelines and
Format**

The format for the proposal is almost the same as for the Catalyst proposal but with one notable exception. If you plan to apply for the course reassignment funding, you must select the appropriate box on the application form, specify the semester or academic session for that this activity, and provide justification on the provided page. The justification should address why the one course reassignment time is necessary for the successful completion of the proposed project. In addition, the applicant should briefly discuss how the extra time will be used, as well as the expected demonstrable outcome of the project, such as a book, manuscript, creative performance, conference presentation, external grant proposal, etc. As this one course reassigned time will be supported by the applicant's Unit and College, it will be reflected on the Workload Plan and/or Faculty Activity Report.

**Letter of
Support**

For the Faculty Course Reassignment, the department chair's letter of support is especially important. In the support letter, it is essential for the chair to acknowledge that they fully support the application for a one course reassignment and will make the necessary arrangements to cover the faculty member's course. A "Letter of Support Template" is available on our website. This letter should be sent to the PI to upload with the grant.

**Suggested
Timeline**

Significant planning is required by your department to support your application. It is important that you notify your department chair and dean well in advance of the grant application deadline. Without their approval the Research and Development Committee cannot grant reassignment. Below is a recommended timeline for your preparation.

One month prior to the grant deadline – contact your department chair and dean indicating that you will be applying to the CSCE Faculty Course Reassignment for Research and Creative Expression Program. In the email attach the proposal abstract, the timeline for your project, and the unit head letter of recommendation template.

Two weeks prior to the grant deadline – share your proposal with your colleagues and ask for feedback. This is a good opportunity to remind your department chair about their letter of recommendation.