

Faculty Development Grant/Hunt-Farris Grant Guidelines

RESPONSIBILITIES OF THE RECIPIENT AFTER RECEIVING THE GRANT

1. All requests for reimbursement must be sent to the Office of the Provost. Reimbursement will be subject to regular University regulations (Travel and Purchasing).
2. Grant recipients are required to operate within the budget approved. It is the responsibility of the recipient to keep an accurate record of all expenditures and to provide appropriate documentation for these expenditures.
3. Grant recipients must submit a final report no later than the end of the semester in which the project was completed.

The report should include the following:

- An evaluation of the extent to which the anticipated benefits of the project as stated in the grant proposal was accomplished. Were developmental goals or expectations met? How?
- An evaluation of the project's impact upon the recipient's teaching. How has teaching or curriculum been improved as a consequence of completing the project?
- A description of how information derived from this project has been disseminated to colleagues. Has the recipient shared information in formal or informal presentations, brown bag lunches, or mentoring activities?

Where possible, provide documentation to support your assessment of benefits.

New proposals by grant recipients will not be considered until a satisfactory final report (or, if warranted, a progress report) has been received by the committee chair. Copies of the report should be provided to the chair and dean.

4. Any money left in a project account after completion reverts to the Faculty Development Fund.

5. Once a grant recipient leaves the employment of the University, any funds remaining in the account will revert to the Faculty Development Fund.