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I. PROGRAM DESCRIPTION

The Fund for Academic Excellence (FFAE) grant program is an initiative of Howard University’s Strategic Framework for Action (SFA). The primary goal of the FFAE is to promote and foster continued excellence in the University’s academic programs and activities. In addition, the FFAE grant program supports the goal, which is articulated in SFA II, of increasing faculty success in the pursuit of external support for research and related scholarly activities. The program is open to all full-time faculty members. All proposals submitted for consideration must have the ultimate objective of improving teaching and student learning outcomes at Howard University. This objective can be accomplished through projects that are designed to strengthen and enhance instruction, curricula, scholarly expertise, performance and creative expression, student research capability and academic management. Faculty members may apply for proposal funding in either of two major categories—Category A: Educational Projects and Travel or Category B: Entrepreneurial Education Projects and Travel.

Guidelines, application procedures and requirements, and policies pertaining to the FFAE grant program are included in Sections II-IV of this document. The financial resources dedicated to the FFAE program are intended to supplement, rather than replace, current Department/School/College funds for travel and special academic initiatives.

II. GUIDELINES

All full-time faculty members are eligible to submit one (1) FFAE grant application for either a single Category A or Category B grant award. A faculty member may participate as an applicant or co-applicant on only one grant proposal submission. Multiple grant proposals by the same faculty member will not be considered or reviewed and will be returned to the applicant(s).

CATEGORY A  
Educational Project and Travel Proposals

**Development or Redesign of Courses**  
Maximum Award: $6,000  
Support is available for the development of new, interdisciplinary or multi-disciplinary courses, whereby new pedagogies can improve student performance. Special consideration will be given to proposals to design courses that incorporate “distance learning and/or online learning” paradigms and courses that emphasize strengthening student research capability.

**On-Campus Faculty Seminars**  
Maximum Award: $6,000  
Support is available for on-campus faculty seminars focusing on research or outcomes assessment topics, which promote interdisciplinary collaboration within/across schools/colleges. This includes support for proposals by faculty members or faculty teams from academic divisions, departments, schools, or colleges that focus primarily on enhancing student outcomes, i.e. student performance, retention, graduation rates, recruitment, student career development, learning outcomes assessment, student research capability, critical thinking and analytical skill development, etc.

**On-Campus Seminars conducted by External Experts**  
Maximum Award: $6,000  
Special on-campus seminars and workshops on any of the topics listed in the preceding “On-Campus Faculty Seminars” section, which might be conducted by external consultants and experts.
Category A, continued

**Equipment**

Proposals for equipment purchases should include the following:

- a description of the proposal’s measurable impact on teaching and student learning
- a strategy for sharing the equipment with faculty members in the applicant’s department/school/college
- a letter or statement from the faculty member’s department chairperson stating that the proposed equipment could not be purchased from the school/college or departmental budget.

**Travel**

The program will support travel and subsistence costs for attendance at regional or national faculty development workshops and professional conferences on key issues related to teaching, learning, assessment, technology, scholarship, academic management, research skill development, continuous quality improvement, etc. FFAE travel grant awards cannot be used for the sole purpose of paper presentation or speaking opportunities at professional conferences or meetings. There must be an explicit correlation between participation at professional conferences or meetings and the improvement of teaching and student learning outcomes. Travel awards must be expended during the established grant funding cycle, for meetings, seminars, or educational programs, which will serve to enhance student education, retention, or to improve student learning outcomes.

**CATEGORY B**

**Entrepreneurial Education and Development Projects and Travel**

Category B provides funding for research, program development, and activities to improve the environment in which faculty and students are exposed to entrepreneurial education and development. This FFAE category targets opportunities for entrepreneurial learning, development and innovation as well as the promotion of an enhanced entrepreneurial environment. All activities must have an overall focus on developing or improving entrepreneurial education, research, curriculum, program activities, knowledge and awareness, or innovation. In addition, projects in this category must have objectives related to the improvement of student learning outcomes in entrepreneurial education. Please note that equipment purchases are not allowed for Category B projects.

**Development or Redesign of Courses**

Support is available for the development of new, interdisciplinary or multi-disciplinary courses, whereby new pedagogies can improve student performance. Special consideration will be given to proposals to design courses that incorporate “distance learning and/or online learning” paradigms and courses that emphasize strengthening student research capability in entrepreneurial education. This includes support for proposals which focus primarily on enhancing entrepreneurial education program quality, i.e. student performance, retention, graduation rates, recruitment, student career development, learning outcomes assessment, student research capability, etc.

**On-Campus Faculty Seminars**

Support is available for on-campus faculty seminars focusing on research or outcomes assessment topics which promote interdisciplinary entrepreneurial collaboration within/across schools/colleges.

* The Howard University Institute for Entrepreneurship, Leadership and Innovation and the Ewing Marion Kauffman Foundation provide support for Category B of the Fund For Academic Excellence Grant Program.
On-Campus Seminars conducted by External Experts  
Maximum Award: $6,000  
Support is available for special on-campus seminars and workshops on research or outcomes assessment topics related to interdisciplinary entrepreneurial collaboration within/across schools/colleges which might be conducted by external consultants and experts.

Travel  
Maximum Award: $5,000  
Travel costs and subsistence costs for attendance at regional or national entrepreneurial education and program development professional conferences or seminars on key issues relating to entrepreneurial education, research, assessment, program development, curriculum development, entrepreneurial innovation, or continuous quality improvement. There must be an explicit correlation between participation at professional conferences or seminars and the improvement of entrepreneurial education, innovation and program development and student learning outcomes. Travel grants must be expended during the established time periods, for meetings, seminars, or educational programs which will serve to enhance student entrepreneurial education, retention, recruitment or to improve student learning outcomes.

Equipment  
Maximum Award: $5,000  
Proposals for equipment purchases should include the following:
- an description of the proposal’s measurable impact on teaching and student learning
- a strategy for sharing the equipment with faculty members in the applicant’s department
- a letter or statement from the faculty member’s department chairperson stating that the proposed equipment could not be purchased from the school/college or departmental budget.

III. APPLICATION PROCEDURES AND REQUIREMENTS

Please complete all sections of the FFAE Grant Application for the Thirteenth Cycle. Proposals that do not conform to the requirements listed below will not be reviewed and will be returned to the applicant(s).

Narrative: Proposal narratives should not exceed five pages. (Font size should not be smaller than 10-point.) Proposals that exceed this page limitation will not be reviewed.

Abstract: An abstract providing a concise description (maximum 75 words) of the proposed project or activity should be included on page 2 of the application cover sheet.

Rationale/Purpose/Objectives: In this section, the applicant should provide a detailed description of the rationale, purpose and specific objectives of the project or activity. The objectives should also clearly indicate how the project would improve teaching and learning or the assessment of student learning outcomes in the area(s) of focus. A sample course syllabus or detailed curricular content should be included, if applicable.

Work Plan: The details of the project or activity should be described in the Work Plan narrative. This section should also include a timetable and the activities delineating the accomplishment of project tasks. Projects should not exceed two semesters.

Evaluation Plan: The evaluation plan narrative must indicate specifically how the results of the project or activity will be measured and/or eventually applied to teaching and learning situations. Applicants should include their proposed quantitative or qualitative indicators to measure the impact of the project on students, faculty, advisement staff, academic procedures, etc. The evaluation plan should offer a mechanism to assess adequately the project’s impact on teaching and student learning outcomes.
Signature of Acknowledgment of Academic Administrator(s): All FFAE grant applications must be signed by the appropriate academic administrator (i.e., chairperson, dean, etc.) who acknowledges awareness of the proposal. If the project is a collaborative venture, signatures of the academic administrators from all respective areas should be provided. Principal investigators are required to obtain the necessary administrative signature(s) prior to proposal submission. (Administrative endorsement of project participation does not constitute travel authorization approval.)

Budget: A detailed, itemized budget should be submitted and, where necessary, justifications for certain expenses should be provided. Please assure that guidelines are strictly observed regarding maximum allowable budget limits for the particular type of project proposed. Proposals with budgets that exceed the maximum category limits will not be reviewed and returned to the applicant(s). Expenses for consultant fees, honoraria and travel expenses must be reasonable and customary and fall within established Office of Research Administration (ORA) guidelines.

Budget Justifications: Project budgets must provide adequate justification and specific information about how funds will be expended. Estimates/quotes should be submitted for requests to purchase equipment. Budgets should not include excessive amounts for honoraria, or any payments of stipends to faculty members or full-time staff members.

Justification for Equipment Purchases and their Impact on Teaching and Learning: Proposals requesting the purchase of equipment must indicate the impact these items will have on teaching and student learning. Moreover, an explanation of how the equipment will be shared with other faculty members in the investigator’s department must be provided.

Limitations on Personnel Costs/Stipends: Funds requested through the FFAE grant program cannot be used for stipends for principal investigators. FFAE funds should be used primarily to support the necessary components of a proposed activity (e.g., supplies, travel costs, equipment, small honoraria for speakers, etc.). Strong justifications and specific costs must be provided for any personnel support related to the project (i.e., student assistants, consultants, etc.)

Biographical Sketch: Proposals must include a brief biographical sketch (i.e., one paragraph or less), highlighting the applicant’s academic experience, notable accomplishments and demonstrated expertise to execute the proposed initiative.

Submission Requirements: Five (5) copies of the complete FFAE grant proposal package must be submitted by 5:00 PM, January 25, 2008 to the Office of the Provost, Mordecai Wyatt Johnson Administration Building, Suite 405, Washington, DC 20059.

IV. FFAE POLICIES

Eligibility: A full-time faculty member may participate as an applicant (principal investigator) or co-applicant (co-principal investigator or consultant), on only one proposal for funding consideration during a grant cycle. Only one Category A: Educational Project or Travel proposal or Category B: Entrepreneurial Education Project or Travel proposal may be submitted, not one proposal in each category.

Applicants who received an award during or prior to the FFAE program’s Twelfth Cycle—Fall 2006 – Spring 2007, must have their completed Final Report on file in the Office of the Provost in order to be eligible for participation in the Fourteenth Cycle of the FFAE Grants Program.
**Priority for New Applicants:** Priority will be given to proposals submitted by faculty members who have not previously been awarded a Fund for Academic Excellence grant during the previous cycles of this program.

**Prohibition of Stipends for Applicants:** Stipends for applicants and co-applicants are not considered under this program.

**Review Criteria:** All applications will be evaluated on the quality of the rationale, purpose, objectives, the work plan, the proposed evaluation methodology, and reasonableness of the budget.

**Application Review Process:** An advisory review panel of faculty and academic administrators will review all proposals, and funding recommendations will be submitted to the Provost for final consideration. Decisions will be announced during the spring 2008 semester. Questions regarding the application process should be directed to the Office of the Provost at (202) 806-2550.

**Mandatory Orientation for Grant Recipients:** Recipients of grant proposals selected for award are required to participate in a mandatory orientation session conducted by the Office of the Vice President for Research and Compliance (OVPRC). Failure to attend the mandatory orientation session for policies, requirements and authorization for use of grant funds will result in forfeiture of grant award funds. A schedule of the OVPRC orientation sessions will be announced at the time of grant award.

**Reporting Requirements:** Awardees are required to submit an interim report during the execution of their project and a final report at the completion of project activities. The interim report should provide a succinct and accurate summary of implementation activities, and the extent to which the project’s goals and objectives have been achieved at the time of the report’s submission. The final report should contain a comprehensive and concise synopsis of the project’s goals, the extent to which the goals were achieved, evaluation results, and the project’s impact on teaching and learning activities at the University. Both the interim and final reports should be submitted to the Office of the Provost. The date for submitting these reports will be provided during the orientation sessions conducted by the OVPRC. The due date is typically one semester following the closing date of a given grant proposal period.

**Travel Regulations:** All faculty member travel must adhere to the Howard University Travel Regulations* authorized by the Office of the Comptroller. All funded grants recipients must utilize and expend allotted funds during the approved grant period, and only for the approved project, travel, or equipment acquisitions as outlined in the grant proposal budget. Unused grant funds cannot be used for activities or resources not identified in the approved grant budget, these unused funds will be forfeited thereafter. Travel to international destinations must receive all required University travel authorizations, prior to the travel being initiated. Absence from campus while on travel must receive official administrative approval at the school/college level. An FFAE travel grant or project grant award which includes a travel component does not constitute administrative approval to engage in domestic or international travel.

*Howard University Travel Regulations can be found on the website of the Comptroller’s Office at [http://y2kc.howard.edu/Travel/travndx.htm](http://y2kc.howard.edu/Travel/travndx.htm).

**Availability of Applications:** The Fund for Academic Excellence Grants Program description, guidelines, and application are available on the website of the Office of the Provost — [www.provost.howard.edu](http://www.provost.howard.edu).