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Date: February 13, 2023  
 To: Faculty  
 From: Nicole Stanton, Provost and Senior Vice President for Academic Affairs  
 Subject: **FY24 Grants in Support of Scholarship (GISOS)**

Please read carefully this year’s memo as there are important changes to share with you.

I am pleased to announce the funding for GISOS for 2023-24. The categories of funding are:

- General Support– up to \$750
- Project Grants – up to \$5,000
- Student-Faculty Research Internships – *please note changes for this category*
- Meetings – up to \$1,600 for the first meeting; \$1,200 for the second; or a combined amount of \$2,800 for international travel- *please note the increased budget for this category*
- Dependent Care for Faculty Professional Development - \$400
- Teaching and Pedagogy (Rosenbaum/Andersen) – up to \$3,000

Funds are awarded on a competitive basis to eligible faculty. Those eligible include all tenured, tenure-track, and adjunct faculty; professors of the practice; artists in residence; and visiting faculty on a three-year or longer contract. Visiting faculty who are currently on a contract of less than three years are not eligible. A compelling rationale for the maximum amount of a project grant or pedagogical innovation project is needed. Separate applications are required for each category. All awards are intended to be expended within the fiscal year and will expire as of June 30, with the exception of project and pedagogical grants, which may be requested for a two-year period.

**As a reminder, in order to help Wesleyan comply with federal labor regulations, academic departments are not eligible for summer work-study funding. Faculty should submit their summer employment request through the respective category via the GISOS app in WesPortal.**

**Apply and receive award notifications through your WesPortal for all categories.**

To expedite requests and create a systematic archive of awards, all applications must be submitted through your WesPortal (under Academics—>Faculty Research-GISOS). The system will provide an email confirmation for a successful submission of an application and it will also send an email message instructing you to check your WesPortal when an action has been taken on an application. Joy Vodak (x 2705/[jvodak@wesleyan.edu](mailto:jvodak@wesleyan.edu)) is available to answer logistical questions about GISOS.

**General Support**

**Maximum Award = up to \$750**

<b>Applications due:</b>	March 24, 2023
<b>Funds Available:</b>	July 1, 2023

General support for scholarship funds may be used for a wide variety of expenses related to faculty scholarship and teaching, professional development, or conference attendance. Examples include research costs, dues, subscriptions, attendance at a meeting (whether participating or not), printing, etc. Funds do not carry forward; they must be spent by May 31<sup>st</sup> or encumbered through an approval process by contacting Joy Vodak ([jvodak@wesleyan.edu](mailto:jvodak@wesleyan.edu)).

An application should include:

- Description of use
- Amount requested

## Project Grants

**Maximum Award = up to \$5,000**

**Applications due:** March 24, 2023

**Funds Available:** July 1, 2023

Project grants are awarded to support scholarship. Funding may range in size; the upper award amount is intended for a few projects with a high probability of leading to a substantial advance in the applicant's research program (e.g., completion of pilot work needed to attract outside funding, a book contract, or similar progress [indexing or subvention fees] toward an important artistic or scholarly milestone).

Preference will be given to the most promising projects, with particular emphasis on pilot projects that lay the groundwork for proposals to attract outside funding. First consideration will be given to faculty members who do not have other funding sources available to them. All GISOS-eligible faculty members, including those on leave or sabbatical, can apply.

An application should include:

- Description of work to be accomplished;
- Explanation of the work involved in the project and information on how much has already been accomplished and what remains to be done;
- Justification of the work's scholarly or artistic originality, expected results, and evidence of prior acceptance, if applicable;
- Indication of whether this project has been previously funded by the project grant program, including amount(s) funded; prior funding for the same project reduces the priority for funding in this cycle;
- Specification of Wesleyan and non-Wesleyan financial support received or solicited for this project;
- Detailed budget, with justification of each expense category;
- Relevant information about collaborators (CVs, etc.), if requesting support for a scholarly collaboration with faculty at other institutions.

Project grants **do not fund** (and re-budgeting after receipt of the award is not permitted for):

- Computing equipment or other capital equipment (exceptions are considered only where the project cannot be conducted without a specialized instrument, e.g., an oral history project requiring a voice recorder);
- Faculty salary;
- Books (exceptions are considered only where the project cannot be conducted without these resources);
- Travel costs for the purpose of delivering a paper at a conference (applications must be made to the meetings category).

All project grants are available for review by department chairs, but chair approval is no longer required. Reimbursement of project expenses that significantly diverge from the original budget (> 25%) must be approved by the Academic Deans. **Project grant funds can carry forward one year beyond the award year.** Faculty are reminded to list their project grant progress in their annual merit report.

## Student-Faculty Research Internships

(Maximum Summer Award: up to 337.50 hours)  
(Maximum Semester Hours: up to 100 hours)

**Applications due:** March 24, 2023  
**Funds Available:** July 1, 2023 (funds can be available May 29, 2023, if requested in the grant application)  
**Deadline to spend summer award:** August 25, 2023  
**Deadline to spend fall award:** December 31, 2023  
**Deadline to spend spring award:** May 11, 2024

Student-faculty research internships are awarded to faculty members for research projects in which students will participate in conducting research. In these internships, students will support the faculty member's research project by collecting data, developing analyses, etc., under faculty supervision; the work should serve as an apprenticeship into the research and methods of the faculty member's project and discipline. Faculty may apply for this grant at the same time as they apply for a project grant; those who already have project grants may also apply for this grant, for the same or a different project.

To qualify as a research internship, the work cannot be clerical: the student should be engaged directly in conducting research, analyzing data, etc., rather than only doing tasks such as making photocopies and filing. Preference will be given to undergraduates for whom this would be the first Wesleyan-sponsored internship.

**As a reminder, in order to help Wesleyan comply with federal labor regulations, academic departments are not eligible for summer work-study funding.** These internships are intended for Wesleyan undergraduate students but BA/MA students are also eligible for the summer between their BA and MA degrees.

**Student schedule:** Students can work a maximum of ten hours per week during the academic term or 35 hours per week in the summer. When applying, it is important that you check the appropriate box(es) on the application form: early summer (May 22-June 30, 2023); summer (July 3-August 25, 2023); fall semester (August 30-December 31, 2023); and/or, spring semester (January 1-May 11, 2024) as some award periods cross fiscal years.

Last year, Wesleyan conducted a review of our payment policies, and decided that students working with faculty should be paid as hourly employees, rather than through stipends as we have done in the past. We will therefore be paying all internships hourly for actual hours worked. These hours must be reported weekly. With the increase in minimum wage on June 1 (\$15/hour), we will need to cap students at a total of 337.50 summer hours (187.50 hours for FY23 May 29-June 30; 150 hours for hours after July 1). Students who commit to the entire 337.50 hours will now earn about \$5060, which is an increase of \$660. The earliest students can start working is Monday, May 29<sup>th</sup>.

**Awards:** These grants will cover only student hours; please use your project grant or other research funding to cover other research expenses. Summer awards may be used as early as May 29, 2023, and all awards must be fully spent by August 25, 2023, for summer awards, December 31, 2023 for fall semester awards, and May 11, 2024, for spring semester awards.

Highest priority will be given to summer internships. It is permissible to request support for the same student for the entire summer if the project requires this amount of student work.

Applications should include:

- Duties and responsibilities of the research project, student if known, supervisor, contact's name and email.  
The total number of hours (indicate if it is an early summer, summer or academic year (and semester) internship.

The narrative attachment should include:

- The explanation of the work involved in the project and information on how much has already been accomplished and what remains to be done;
- Justification of the work's scholarly or artistic originality, expected results, and evidence of prior acceptance, if applicable;
- Indication of whether this project has been previously funded by the GISOS program, including amount(s) funded;
- Specification of Wesleyan and non-Wesleyan financial support received or solicited for this project;
- For summer internships, the faculty member's recommendation on whether this student should be paid hourly or by stipend. Please indicate whether this internship is a part of any existing program.
- The name of the student intern, if already selected, and whether this student has already participated in a Wesleyan-sponsored internship or research project;

An internship description, outlining:

- the nature of the project and the specific tasks to be done;
- the learning potential for the student;
- the schedule for giving feedback to the student on the work done;
- the method of evaluating the student's work.

Internships are awarded on a semester-by-semester basis: early summer, summer, fall or spring. Applications to continue summer internships through the academic year will require a strong justification and will be reviewed on a case-by-case basis due to limited funding. Awards do not carry forward from one semester to the next; unspent summer funding will be swept back on September 8, for reallocation to support fall internships and unspent fall funding will be swept back on January 8 to support spring internships.

As a reminder, all hourly paid positions employing undergraduate students must be posted on Handshake before a candidate is hired. If you are awarded an internship grant, administrative assistants will help to post your internship position on Handshake based on the information provided in the GISOS application. Find more information about employing undergraduate students [here](#) and contact [campusemployment@wesleyan.edu](mailto:campusemployment@wesleyan.edu) if you need support with hiring.

## Meetings

**Maximum Award = up to \$1,600/\$1200 or \$2800**

**Applications will be received and reviewed on a rolling basis. Approval of funding requests will continue until all funds have been expended (typically in January/February). Apply as soon as your participation has been accepted.** Please make sure that you select the appropriate fiscal year related to your travel when entering in a request: FY23 (travel prior to June 30, 2023) or FY24 (travel after July 1, 2023). The system automatically defaults to FY24.

In the past, Academic Affairs has encouraged and supported virtual conference participation whenever possible. In addition, we will continue with the special exception to allow faculty who do not have a formal participation role, to submit a request for funds as an attendee. We are able to cover one virtual registration fee up to \$250. This virtual conference support is in addition to the two-funded conference policy. Faculty who have no formal role and who wish to 'attend' a virtual conference, should provide a statement why the conference would be a unique or important experience in their discipline or for their research. Faculty should submit their requests in the same manner via the GISOS app in WesPortal.

This grant is designed to assist in professional development and visibility. Faculty members who present papers, serve as respondents, or organize a session at an academic conference are eligible for reimbursement to help defray costs of registration fees, travel, meals, and lodging. For other forms of conference participation that do not conform to these modes of participation (e.g., serving on a board, leading a committee), faculty members should submit a formal request for review by Academic Affairs.

Faculty members who are on sabbatical and/or leave are also eligible. Reimbursement may be received for no more than two conferences in one academic year. The maximum award is \$1600 for one meeting and \$1200 for a second meeting. The annual meeting allocations may be combined into one award request of up to \$2800 for

meetings outside the contiguous United States. It is possible that we may not be able to fund all requests. First consideration will be given to faculty members who do not have other funding sources available to them. Unspent amounts are swept back and reallocated to support other faculty travel requests.

Applications should be submitted as soon as the invitation to participate is received, and include:

- Name of the academic organization sponsoring the conference;
- Dates and location of the conference;
- Manner in which the applicant is participating at the conference;
- Detailed budget of anticipated expenses.

### **Dependent Care for Faculty Professional Development**

**Maximum Award: \$400**

**Applications due:** Reviewed and approved on a rolling basis

**Funds Available:** Reimbursed via Payroll

Academic Affairs will reimburse faculty for up to \$400 of documented and approved dependent care expenses (including care of children, parents, or other dependents) that result directly from professional development activities off campus such as participation in conferences, travel for research, or visits with collaborators at other institutions. These funds are not intended to cover ongoing dependent care expenses during the normal workday, but to address the additional care burdens that stem from professional development, specifically activity that takes place away from campus. We will continue to accept dependent care requests related to virtual conference participation or other forms of virtual professional development. These requests should be focused on additional costs of dependent care that the virtual professional development entails.

#### *Guidelines and restrictions*

- Funds are limited, and will be available on a first-come, first-served basis.
- All full-time faculty, including visitors, are eligible; faculty working less than full-time are not eligible.
- The program will cover expenses incurred for dependent care related to professional development activities.
- \$400 is the maximum amount for which an individual faculty member can be reimbursed during the academic year (July 1, 2023 – June 30, 2024)

The program is intended to cover *dependent care expenses*. Examples of qualified expenses include:

- Cost of enrolling dependents in ‘day camps’ or organized child care offered by professional conferences.
- Cost of babysitters or senior caregivers, either at home or at the travel site.
- Cost of extended/additional hours in a dependent’s regular day care center (e.g., child is normally enrolled for 3 days per week, but is increased to 5 days a week during a week in which a parent is attending a conference).
- This program will only cover direct payments for dependent care. It will not cover other costs associated with professional development activity, including (but not limited to):
- Travel costs for bringing a dependent to a professional meeting,
- Reimbursements to the faculty member are considered taxable income and will be reported as such.

#### *Instructions*

1. Apply- Faculty should submit a request by email to Joy Vodak at [jvodak@wesleyan.edu](mailto:jvodak@wesleyan.edu) prior to travel in order to ensure that the arrangements meet program guidelines and that funds are available.
2. Submit receipt(s) - After the pre-approved activity has occurred, faculty should submit a reimbursement form (provided after your application has been approved) along with original receipts. A receipt that clearly indicates the dates of service and the amount of the payment must accompany all requests for reimbursement. In the case of non-professional child care (e.g., a high school student who is providing babysitting services), a handwritten receipt will suffice, but it must contain the *name* of the provider, the provider’s *contact information*, the *dates* of service, and the *amount* received in payment.

**Teaching and Pedagogy (Andersen/Rosenbaum)****Maximum Award = up to \$3,000**

<b>Applications due:</b> March 24, 2023 deadline for faculty submission April 3, 2023 deadline for chair endorsement
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<b>Funds Available:</b> July 1, 2023
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The Andersen/Rosenbaum Teaching Endowment was established by K. Tucker Andersen, '63, in honor of Professor of Mathematics Emeritus Robert A. Rosenbaum. This fund is intended to enhance teaching at Wesleyan by supporting projects designed to improve the quality of learning for students, primarily during their first two years. These funds can be used in a number of ways. Possible uses could include workshops for faculty in a particular discipline, integrating new pedagogies into courses, mastering new technologies in order to use them in teaching, designing innovative modes and formats for presenting course materials, acquiring teaching materials, or increasing one's knowledge of another field or discipline in order to develop new courses.

Applications for teaching and pedagogical grants should include the following:

- Description of the project;
- Design of the new or revised course (if appropriate);
- Explanation of the need for innovation;
- Schedule for completion of the project;
- A plan for the long-term teaching of the course (development of a one-time course will not be funded);
- Detailed budget, with justification for each budget category. Appropriate expenses may include the cost of instructional materials and travel/tuition for special training.

All pedagogical grants require review and approval by the department chair. **Pedagogical grant funds can carry forward one year beyond the award year.** An end-of-project report must be submitted by June 30<sup>th</sup>, 2024 to Joy Vodak ([jvodak@wesleyan.edu](mailto:jvodak@wesleyan.edu)). This report should briefly summarize and, if applicable, include evidence of the accomplishments achieved with the award.

## **Summary of Application Deadlines**

**General, Project, and Student-Faculty Research Internships:** March 24, 2023

**Meetings:** Ongoing (as soon as invitation to participate is received; applications received after February 15, 2024, have reduced chances for funding)

**Teaching & Pedagogy (Andersen/Rosenbaum):** March 24, 2023 for application (chair must endorse by April 3, 2023)

**All applications must be submitted through WesPortal by the stated due date.**

**Contact:** Joy Vodak (ext. 2705), Academic Affairs