



Office of Academic Affairs

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Date: February 13, 2024
To: Faculty
From: Nicole Stanton, Provost and Senior Vice President for Academic Affairs
Subject: **FY25 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 2024-25. The categories of funding are:

- General Support– up to \$750
- Project Grants – up to \$5,000
- Distinctive and/or Collaborative Project Grants – up to \$10,000
- Student-Faculty Research Internships
- Meetings – up to \$1,600 for the first meeting; \$1,200 for the second; or a combined amount of \$2,800 for international travel
- 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; and artists in residence. Visiting faculty 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) is available to answer logistical questions about GISOS.

General Support

Maximum Award = up to \$750

Applications due:	March 29, 2024
Funds Available:	July 1, 2024

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, or encumbered through an approval process by contacting Joy Vodak (jvodak@wesleyan.edu).

An application should include:

- Description of use
- Amount requested

Project Grants

Maximum Award = up to \$5,000

Applications due: March 29, 2024

Funds Available: July 1, 2024

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).

Priority will be given to faculty who did not receive funding in the most recent round of Project Grant awards. Additionally, 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 a description of the work to be accomplished, and a detailed budget, with justification.

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;
- Travel costs for the purpose of delivering a paper at a conference (applications must be made to the meetings category).

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.

Distinctive and/or Collaborative Project Grants

Maximum award: \$10,000

Applications due: March 29, 2024

Funds Available: July 1, 2024

Academic Affairs will award 2-3 *distinctive* project grants per division of up to \$10,000 each. Distinctive project grants are intended to support major research initiatives with potentially high impact whose high costs would prohibit the research without the grant. These awards may include scholarly collaborations with faculty colleagues at other institutions. Faculty may apply for a distinctive project grant and a regular project grant simultaneously, for the same or a different project (at most, one award will be granted). The application should include all of the information for a project grant, as well as a clear and compelling case for the project's distinctiveness, high cost, and potentially high impact—on the field of scholarship, through publishing, through collaboration, and/or as a pilot project leading to major grant funding. If collaboration is needed from faculty colleagues, applications must include relevant information about their colleagues, including their current CVs.

An application should include:

- Description of work to be accomplished, emphasizing the potential impact of the work, the distinctiveness of the project, and a justification showing how the project would be impossible if not funded;
- 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, artistic, or pedagogical 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;
- Specification of Wesleyan and non-Wesleyan financial support received or solicited for this project;
- Outline of the collaborator's role (if applicable); and,
- Detailed budget, including justification of each expense.

If you are requesting support for a scholarly collaboration with faculty at other institutions, please submit relevant information about your collaborators (CVs, etc.).

Distinctive project grants do not fund:

- 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;
- Travel costs for the purpose of delivering a paper at a conference (applications must be made to the meetings category).

Distinctive project grant applications must be submitted via WesPortal. Reimbursement of distinctive project expenses that significantly diverge from the original budget must be approved by the Academic Deans.

Student-Faculty Research Internships

**(Max Early Summer/Summer Award: up to 300 hours)
(Max Semester Hours: up to 100 hours)**

<p>Applications due: March 29, 2024 Funds Available: July 1, 2024 (funds can be available June 3, 2024, if requested in the grant application) Deadline to spend summer award: August 23, 2024** Deadline to spend fall award: December 31, 2024 Deadline to spend spring award: May 11, 2025</p>
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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 37.5 hours per week in the summer. When applying, it is important that you check the appropriate box(es) on the application form: early summer (June 3-June 30, 2024); summer (July 1-June 30, 2024**); fall semester (September 2-December 31, 2024); and/or, spring semester (January 1-May 11, 2025) as some award periods cross fiscal years.

All internships will be paid hourly for actual hours worked. These hours must be reported weekly in Workforce Time. The total number of summer hours is aligned with the Research in Summer program (150 hours for FY24 June 3-June 30; 150 hours for hours after July 1 for FY25). The earliest students can start working is Monday, June 3rd.

****Students who are not in the Research in Summer program and who have not worked all their allotted hours, can continue working until August 23, 2024 as long as they do not exceed their total award.**

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 June 3, 2024, and all awards must be fully spent by August 23, 2024, for summer awards, December 31, 2024, for fall semester awards, and May 11, 2025, 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.

Department/Program administrative assistants should monitor student hours so that they do not exceed the original hours/budget allocated. No further funds will be transferred. Any overage incurred will need to be covered by other funds.

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;
- Specification of Wesleyan and non-Wesleyan financial support received or solicited for this project;
- 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 if you need support with hiring.

Meetings

Maximum Award = up to \$1,600/\$1,200 or \$2,800

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: FY24 (travel prior to June 30, 2024) or FY25 (travel after July 1, 2024). The system automatically defaults to FY25.

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. 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, 2024 – June 30, 2025)

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

Apply- Faculty should submit a request by email to Joy Vodak at jvodak@wesleyan.edu prior to travel in order to ensure that the arrangements meet program guidelines and that funds are available.

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 childcare (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

Applications due: March 29, 2024 deadline for faculty submission

April 5, 2024 deadline for chair endorsement

Funds Available: July 1, 2024

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, 2025 to Sheryl Culotta (sculotta@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 29, 2024

Meetings: Ongoing (as soon as invitation to participate is received; applications received after February 15, 2025, have reduced chances for funding)

Teaching & Pedagogy (Andersen/Rosenbaum): March 29, 2024 for application (chair must endorse by April 5, 2024)

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

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