

**FACULTY SERVICE COMMITTEE  
FACULTY SERVICE GRANT PROPOSAL GUIDELINES**

**INTRODUCTION**

Through a competitive process, service grants will be awarded to full-time university faculty who propose:

1. to improve the quality of life for the local, state, national, or international community through the use of uncompensated professional skills and expertise or
2. to serve the academic community through uncompensated public service to professional and honor societies. The application deadlines are:

**Cycle 1: October 6, 2008**

**Cycle 2: February 5, 2009**

**AWARDED FUNDS MUST BE EXPENSED BY JUNE 1<sup>ST</sup>**

**ELIGIBILITY**

1. All full-time Faculty are eligible to apply for service grant awards.
2. Grant recipients must be willing to share their service project outcomes with other faculty and professional or community groups.
3. Grant recipients must submit a written summary and evaluation of the service project by the cycle deadline.

**APPLICATION PROCESS**

Submit ten copies of the application to: Ms Tabitha Irvin, Office of the Provost and Vice President for Academic Affairs, Room 2012, Marvin Pittman Administrative Building, P.O. Box 8022, by the cycle deadline. Applications should conform to the format described on the Application Proposal Form of these guidelines.

1. Proposals will be evaluated in a blind review process. It is important, therefore, that the applicant's name not appear on any page other than the Application Cover Page.
2. Applicants should use the format and answer all questions on the Application Proposal Form.
3. Applicants should write for the layperson.
4. Applicants should give justifications for all funds requested on the Budget Page; budgeted items should be linked to the service objectives.

**Evaluation criteria**

In evaluating proposals, equal weight will be given to the following criteria:

- a) significance of the service project
- b) clarity and documentation of the need for the project (Application Proposal Form #1)
- c) appropriateness of the service method or strategies designed to meet the identified need
- d) potential benefit to be derived from the service project
- e) quality of the evaluation procedures
- f) relationship of budget items to the overall project

**APPLICATION COVER PAGE  
FACULTY SERVICE GRANTS**

Title of Proposal:

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Project Director: \_\_\_\_\_

Department: \_\_\_\_\_ P.O.B. \_\_\_\_\_

Name(s) of Collaborating Faculty (if applicable):

<u>Collaborating Faculty</u>	<u>Name Department</u>	<u>Post Office Box</u>
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- Attach one copy of the Project Director's vita and one copy of each collaborating faculty's vita to this page.
- **Do not put the Project Director's name or the name of any collaborating faculty on any other page of this application.**
- Submit one copy of the **Application Cover Page** with vita(e) attached AND **ten copies** of the **Application Proposal Form** and **Budget Page** by the cycle deadline.
- The application proposal should be **no more than five pages** in length. (Application Proposal Form-3 pages, Budget-1 page, Justificaion-1 page)

**APPLICATION PROPOSAL FORM  
FACULTY SERVICE GRANTS**

1. Provide a brief narrative overview of your project a) describe your project, b) explain how you plan to deliver “a service” to the community or to professional/honor societies, and c) note how your professional skills and expertise will be used in its delivery?
2. Document the need for your project and identify the target population. [In this section Describe the problem.]
3. How does your project address the need in a way that is not being addressed by other individuals and groups?
4. What are the goals of your service project? [Goals are generalized statements about what you hope to accomplish in your project.]
5. What are the objectives of your service project? [Objectives relate to the goals and are written as more precise statements of outcomes, which can be measured to determine actual accomplishments.]
6. What methods/strategies will you use to achieve these objectives?
7. What are the expected outcomes of the project?
8. How will you evaluate this project?

**BUDGET AND JUSTIFICATION PAGES  
FACULTY SERVICE GRANTS**

The purpose of the award is to enable **faculty** to participate in service to the community and to professional and honor societies. As such, purchases of equipment and travel may be used to support the faculty member, not other project participants. List proposed expenditures under an appropriate category, on a separate page, provide a justification of expenses which relates each item to a specific project objective described in the proposal. All budgeted items must comply with university procedures for the expenditure of state funds (see **GSU Procurement Manual** for detailed information); **please note that special restrictions apply to the purchase of refreshments, awards, personal items, etc.** Faculty who propose to buy-out time for involvement in service project activities must have written approval from the chair of their academic department (attach written approval to proposal).

1. Equipment

_____	_____
_____	_____
_____	_____
_____	_____

2. Supplies

_____	_____
_____	_____
_____	_____
_____	_____

3. Travel

_____	_____
_____	_____
_____	_____
_____	_____

4. Personal Services

_____	_____
_____	_____
_____	_____
_____	_____

**Total Funds Requested:**

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**AWARDED FUNDS MUST BE EXPENSED BY JUNE 1<sup>st</sup>.**