

Faculty Development Committee



Kenyon College Grant Guidelines, FDC

Please make FDC grant applications through the FDC [Cover Sheet Form](#). Use a **NEW FORM** each time you make an application, and **complete all sections** of the form. **See specific instructions in this guide for each award.**

Application documents may be in either MS Word or .pdf format. **LENGTH: Project statements for the FTG, Provost, and FRG proposals should not exceed 3 pages. The Newton Chun Award proposal may be 10 pages; NEH follows the [NEH guidelines](#) and the Midwest application is one page.**

Applications will be accepted only by email and must be received by FDCgrants@kenyon.edu by **4:00 p.m. on the day of the deadline**. If you are having trouble making the application, please contact Wendy Busenburg by email or call 1.740.427.5551. She will send you notifications of receipt usually within 48 hours. (Mon-Fri).

Final Reports: All recipients of grants awarded by the Faculty Development Committee, including co-sponsors of joint projects, must submit written reports to the Office of the Provost on the work accomplished with faculty development funds. Reports should be sent to **Wendy Busenburg** busenburgw@kenyon.edu. 1.740.427.5342.

[FDC Scoring of Proposals](#) This document guides the committee on evaluating the submitted proposals.

Kenyon College Travel and Entertainment Expense Policy

<https://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-expense-policy/>

General Policies and Practices for Kenyon FDC Grants

Multiple Applications: The Faculty Development Committee will not consider multiple applications from the same faculty member in the same funding category in a given round.

Retroactive Applications: The committee will consider retroactive applications for Faculty Research Grants and Faculty Teaching Grants when clearly justified, but ordinarily retroactive applications are given a **lower priority**.

Equipment and Materials: Ordinarily, books, equipment and unused materials purchased with funds granted by the Faculty Affairs Committee become the property of the College and must be turned over to the Library, or to an appropriate department of the College, at the conclusion of the project. **Grants are not awarded for instructional equipment or materials that might otherwise be obtained from department or LBIS budgets.**

Funds for Technology: Applications for computer hardware or software should include verification that issues of comparability and technical support have been discussed with the relevant department of the College, which in most cases will be LBIS.

Outside Funding: When feasible, applicants should seek outside funding. Copies of such applications should be submitted to the Committee along with the proposal.

Previous Grants: If an applicant has received faculty development grants previously, the Committee may review the file on those grants as well. An applicant should regard this information as available to the Committee and make reference to it as appropriate.

Airfare: Air travel expenses estimates included in your proposal must be from a recent online source such as an airline website or online travel agency.

Mileage: Automobile mileage will be allowed at the current rate announced by the College.

Reimbursement for Travel Expenses: The **maximum** allowance for reimbursement for food and lodging is \$175 per day for travel within the continental United States. For travel outside the continental United States, the maximum reimbursement for food and lodging is \$300 per day. Receipts are required to document all expenses for which reimbursement is claimed. All (FRG, Provost, FTG, Newton Chun) receipts (original receipts) with a completed T&E form will be due to **Wendy Busenburg** busenburgw@kenyon.edu within **30 days** of the expenditures. Keep copies of your receipts. (FDC recommends filing the T&E as soon as possible once all expenditures have been made.)

- **A written report** will be due by June 30 of the academic year following the year in which the grant is awarded, but prior to application for another FDC grant in the same grant category. Send reports to **Wendy Busenburg** busenburgw@kenyon.edu. (FDC recommends filing the report as soon as the project is finished.)

Receipts: Faculty members must obtain **original receipts** for expenses covered by IFDAs, Faculty Research Grants, Provost, Faculty Development Grants, and Faculty Teaching Grants, **including for food and lodging**, and those receipts must be filed with the final report for the grant. If no receipts are filed with the final report, the College is forced by law to consider those funds as income and to withhold taxes.

Timing: In accordance with IRS regulations, awardees may not receive an advance of funds earlier than thirty days prior to their use and awardees are obliged to submit original receipts on the use of the grant within sixty days of receiving the advance funds.

Final Reports: All recipients of Kenyon Faculty Research, Teaching, and Provost grants, including co-sponsors of joint projects, must submit written reports to the Office of the Provost on the work accomplished with faculty development funds. Send reports to **Wendy Busenburg** busenburgw@kenyon.edu.

- A written report will be due by June 30 of the academic year following the year in which the grant is awarded, but prior to application for another FDC grant in the same grant category. Send reports to Wendy Busenburg. (FDC recommends filing the report as soon as the project is finished.)
- The report should include the recipient's evaluation of the project and be filed within 60 days after the completion of the project.
- For recipients of Faculty Research Grants and Faculty Teaching Grants a summary of actual funds expended. **The T&E with the original receipts must be submitted.** The Faculty Affairs Committee will not consider future grant proposals in the same category from a faculty member who has not filed a report for all previous grants in that category.

Revocation of Grants: The Faculty Affairs Committee has the right to revoke its funding of proposals when, in its estimation, a faculty member has failed to utilize approved funds within a reasonable period of time, has not completed the project by the end of their employment, or has deviated from the original intent of the proposal including the timetable. The FDC or the Provost may also revoke funds upon a faculty member's resignation or dismissal from the college.

For additional information on when and how to use the **Travel Expense Form, Payment Order Form**, policies and procedures for **Student Hiring and Payments**, and **Vendor Payments** go to the **Payment Policies and Procedures Information Sheet**.

IFDA (Individual Faculty Development Accounts)

See [Faculty Handbook on IFDAs](#)

IFDA Reimbursement Information:

Faculty members draw on their accounts by arrangement with [Darlene Tedrow](#)

tedrowd@kenyon.edu Bailey House. **All requests for reimbursement must be accompanied by proper receipts and a completed [Travel and Expense](#) or [Payment Order](#) form.**

OSFP (Office for Sponsored Faculty Projects)

Kenyon College encourages its faculty members to be active and creative within their disciplinary and interdisciplinary fields and we encourage faculty to apply for externally funded grants and fellowships to support research, creative work, and scholarly activities. William Billiter, Executive Director of OSFP and/or Deedra Sukrungruang, Assistant Director, will discuss proposal ideas, assist faculty in identifying possible funding sources, and will read, help edit, compile, and submit proposals for individual grants and fellowships.

The [OSFP web page](#) has information on funding sources, proposal writing, and Kenyon grant guidelines.