

e) Procedures

- 1) The Faculty Senate is responsible for initial University-wide review of faculty development, and dissertation grants. The provost will supply the Faculty Senate with a list of faculty who are not eligible for grants due to non-compliance with (6) below.
- 2) Applications for grant support are made on the appropriate form that is on the provost's website. (<http://www.cnu.edu/facultyresources/development/>)
- 3) Normally, the Faculty Senate will schedule fall and spring application periods.
- 4) The faculty member submits the application to the department chair, who will complete the appropriate section on page 2 of the application form<sup>[WD1]</sup> and forward the application package directly to the college dean. The college dean will [allocate the college specific FDG funds in accordance with college and departmental goals and with the priorities outlined in Sections 6 b&c.](#) [Applications that remain un-funded at the college level or the remainder of funds for partially funded successful applications are to be ranked in accordance with the priorities outlined in Section 6. The Deans of all colleges will then meet to rank the remaining applications according to university priorities and goals. The Deans will](#) complete the appropriate section on page 2 of the application forms and forward the applications package to the Faculty Senate. The Faculty Senate will complete the appropriate section on page 2 of the application forms and forward the applications package, [-with their recommended ranking,](#) to the provost who has the final discretionary authority over the disposition of applications and the amounts of awards.
- 5) Dissertation grant awards may be subject to further requirements.
- 6) **Each recipient of a Faculty Development Grant is required to submit a written report on the progress of the project or research within 30 days of the [conclusion of the](#) -grant period to the provost with copies to the academic department chair, the appropriate college/school dean, the vice provost for research, graduate studies and assessment and the Faculty Senate president. Future grant applications will not be considered from faculty members who fail to file a report regarding a previous grant.**