

January 13, 2012

To: CLAS Faculty

From: David E. Richardson, Senior Associate Dean

RE: Faculty Enhancement Opportunity (FEO) Program application guidelines for Spring 2012

The College of Liberal Arts and Sciences invites faculty members with more than three years of service to apply for the Faculty Enhancement Opportunity program competition. Awards will be for **Summer and Fall semesters 2012** with a maximum project period of 15 weeks. Please review this memo carefully for instructions on the application process.

The purpose of this program is to increase the professional development opportunities for all faculty members in the College, including lecturers and scientists. FEO funds should be expended primarily for salary/benefit offset, travel costs and/or fees for conferences or similar learning experiences that will benefit the individual and the University. However, FEO funds are generally not intended to fund such things as equipment/supply purchases (except those required as part of an innovative learning experience), pilot studies, graduate assistantships, or similar items for which other sources of support are available.

Department chairs should be consulted regarding the departmental deadline for submission in your department. Departments must deliver applications to the Dean's office by 4 pm on Monday, February 6, 2012. The College Sabbatical Committee will review the submissions, and the college will transmit endorsed packets to academic affairs on February 17. Note that the college can forward approximately 35 endorsed packets *per year*, so given the Fall 2011 submissions, we are limited to approximately 20-25 submissions this round.

Applicants should follow the guidelines and use forms at:

<http://www.aa.ufl.edu/FEO>

The FEO Web site includes information on proposal preparation, examples of proposals that were successful and other information.

Cost Sharing: Note that cost sharing support is needed for this program. Please discuss with your department chair or director how cost sharing amounts should be reflected in the budget section of your application. (The chair must contact the college prior to submission to negotiate any cost share from the college.) Additionally, the amount (if any) of a department match should be included in the transmittal letter from the Chair or Director after consulting with the Dean's office. The cost share amounts are listed in the "Department/College FEO Funds" column.

With the exception of the “Salary and Benefits” section, the budget page **must** note on entries in the “Department/College FEO Funds” column whether the cost share is from the department or college, and when the college and department split cost sharing in one category, the separate contributions should be noted.

As a guideline for cost sharing, the following examples illustrate how the requirement might be met. This list is *not* exhaustive, and the chair will consult with me prior to listing any cost sharing by the college. Outside of effort cost sharing (of academic year salary and benefits), the cost shares will be modest due to limitations in the college and department budgets.

- (1) *Academic year effort.* If the proposal is for a spring or fall semester FEO, cost sharing can be faculty effort for that semester. For example, if the faculty member will spend 40% of his or her effort on the FEO project, that portion of the semester salary+benefits can be listed as cost sharing by the department/college. This is a common form of cost sharing but of course can only be used if the salary is not requested as part of the FEO budget.
- (2) *Travel costs.* Travel costs required as part of the project can be cost-shared. For example, the department and college can agree to split a portion of the travel costs associated with the FEO. **This type of cost sharing is common.**
- (3) *Fees.* For example, conference or workshop fees.
- (4) *Access to facilities.* If the department is providing access to special facilities, equipment, or other infrastructure in support of the program, the value of this access can be listed as a cost share under “Other.”

A **sample budget page** is shown at the end of this document to illustrate how cost sharing would be entered for the above examples. ***In general, only one category of cost sharing would be provided for an actual project.***

Eligibility: Faculty members in the College must have a minimum of 3 years service to be eligible to apply for an award. According to the University procedures for these awards, individuals can receive an FEO not more than once every six years. There is a three submission limit on any given proposal. As of Fall 2011, any proposal submitted and not recommended for funding can be submitted only two more times.

Evaluation: Proposals will be evaluated at the Department/Center, College and University Level according to these criteria (see information on the FEO site):

1. Goals are clear, meritorious and compelling
2. Plan is clear and realistic for goal achievement
3. Benefits to the applicant’s academic/professional/scholarly growth are clear and specific
4. Benefits to the University are clear and specific

5. Budget justification is clear and appropriate for proposed goals and outcomes

Questions about the program should be directed to me at der@ufl.edu. Frequently asked questions and a sample budget page follow.

Frequently asked questions

1. *Can applications include more than one faculty member?* This is not common. It is allowable, but the specific value to each faculty member should be made very clear in the proposal.
2. *Can an application include a faculty member from another College or unit?* Yes, but the value to the CLAS faculty member has to be clear. If a joint proposal is submitted, it should also be submitted to the other College or unit of the other faculty member.
3. *Can lecturers and scientists apply for these funds?* Yes.
4. *Do applicants all have to be on state-funded lines?* No, scientists and others on non-state lines (grants, foundation funded appointments, etc.) are also eligible.
5. *Can an applicant have received a sabbatical and still receive an award?* Yes, these awards are separate from sabbaticals. One cannot use the program to increase salary beyond that equivalent to 1.0 FTE for the semester.
6. *Can applicants apply for this award while they apply for a sabbatical?* Yes.
7. *How often can an application be submitted?* There is a three submission limit on any given proposal. As of Fall 2011, any proposal submitted and not recommended for funding can be submitted only two more times.
8. *Can I see an example budget page that illustrates how to enter cost sharing?* Yes, see the example at the end of this document.
9. *Who signs the signature page 9 in the form?* (1) The chair of the *College* Sabbatical Committee, (2) your department chair, (3) the dean or his designee.
10. *Does accepting an FEO stop the tenure clock?* Since FEO's usually contribute to research and scholarship, they usually do not affect the tenure probationary period.
11. *If I get an award for a particular semester, does the project need to be completed in that semester or can I get an extension of the funding if it is not all used?* Normally, FEO funds are to be expended in no more than 15 weeks of the project period. Extensions of unused funds past the award period are usually not granted, but can be requested from the associate provost for faculty development under unusual circumstances.
12. *Do departments get salary return on cost-shared salary to pay for teaching lost because of an FEO?* No. Cost-sharing of academic year salary does not generate any savings for the college, as it simply means that a portion of the faculty assignment for that semester

is for the FEO project. If a funded project requested academic year (Fall or Spring semester) salary from the FEO Central Funds, then there are salary savings for the college and a separate negotiation regarding salary return to the department for teaching can be held (negotiated return to the department is **not** included in the FEO budget and application).

13. *What are typical total budgets for FEOs?* The average central FEO funding has been approximately \$25,000 for CLAS projects. The range of awards has been roughly \$10,000 - \$50,000. Note that larger awards typically include significant salary. Note, however, that past award patterns may not hold in the future. Budgets are subject to modification by the UF-wide task force that makes final recommendations.
14. *Once an FEO project is funded, can I change the budgeted use of funds any way I like?* No. However, if unusual circumstances arise, it is possible to request approval for modifications to the planned budget allocations from the Provost's office.
15. *Will all applications submitted to the college be forwarded to the UF committee?* Probably not. There is an annual limit on the number of applications CLAS can forward. In recent competitions, the number of applications has often exceeded the number that CLAS can forward. In addition, the college review committee has to certify that proposed projects are suitable for an FEO.
16. *Is there any particular type of project that will more likely receive support?* A large variety of projects have been funded in the past, and there is no single formula for success; however, it is safe to say that proposals that do not involve "learning experiences" significantly different from the ongoing scholarly activities of the applicant receive less favorable reviews than innovative proposals that would have a significant impact on the "academic/professional/scholarly growth" of the applicant if funded. See the "Evaluation" section above for criteria.

EXAMPLE BUDGET PAGE ILLUSTRATING COST SHARING ENTRIES. Most proposals will have only one category of cost share. The "Salary and Benefits" entry reflects effort cost share and refers to a portion of the regular 9-month salary. In this example, as part of the FEO the faculty member is traveling to another institution, which has agreed to provide lodging valued at \$2000 during the stay. Note that equipment and supplies are requested in this example, but must be justified as an integral part of the learning experience. PLEASE CHECK YOUR ADDITION CAREFULLY SO THAT ALL TOTALS ARE CORRECT.

Faculty Enhancement Opportunity (FEO) Application

BUDGET WORKSHEET

PLEASE CHECK YOUR ADDITION AND ENSURE THAT THE TOTALS MATCH THOSE ON THE COVER PAGE. ERRORS WILL CAUSE YOUR APPLICATION TO BE REJECTED.

	Central FEO Funds	Department / College FEO Funds	Other Funds, if applicable (Specify <u>Host institution</u>)
<u>Salary and Benefits</u>			
Dollar Amt	_____	\$20,000	_____
% FTE	_____	0.40	_____
Start / End Dates	_____	Jan1 - May 15, 2011	_____
<u>Travel Expenses</u>	\$5,000	\$500 dept \$500 CLAS	_____
<u>Fees / Tuition</u>	\$1,000	\$1000 CLAS	_____
<u>Equipment</u>	\$4,000	_____	_____
<u>Supplies</u>	\$2,000	_____	_____
<u>Consultants / Outside Contracts</u>	_____	_____	_____
<u>Other (specify)</u>			
Lodging	_____	_____	\$2000
Dept Machine Shop	_____	\$1000	_____
	_____	_____	_____
	_____	_____	_____
TOTAL	\$12,000	\$23,000	\$2000

GRAND TOTAL:	\$37,000
---------------------	----------

(11.5% will be automatically be added to the Central Funds Total above to cover RCM overhead charges.)