

TO: All Full-Time Faculty  
FROM: Associate Provost for Academic Affairs  
DATE: August 28, 2024  
SUBJECT: Intersession Grant Applications

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Proposals are invited from full-time faculty members interested in being considered for an Intersession Grant. Attached are the guidelines for submitting a proposal.

Please submit your application electronically to [provost@scranton.edu](mailto:provost@scranton.edu) or by campus mail  
**October 4, 2024.**

## Faculty Development Grants for Intersession 2025

### PURPOSE:

Faculty Development Grants for Intersession are intended to promote efforts by full-time faculty members in scholarship or curriculum development.

### CONTENT:

Proposals for Faculty Development Grants should include the following content:

1. Cover Page: The cover page must include the proposal title, the proposer's name, and department.
2. Executive Summary: The proposer must include a summary (no longer than one page double spaced or half a page single spaced) that clearly outlines the goals, outcomes, methodology, and timeline of the project.
3. Goals and Outcomes: The proposal must contain clear, well-articulated, realistic and achievable goals; it must clearly state the basic question to be addressed. In addition, the proposal must clearly state the expected outcomes and how they will be assessed.
4. Methodology: The applicant should describe an appropriate methodology. The proposal must include a timeline and careful attention should be paid to designing the work so it is completed in the grant period of January.
5. Qualifications of the Applicant: The applicant should possess qualifications that suggest an adequate level of preparation as well as a capability to complete the proposed project. Applicants must list any summer or intersession grants received within the last three years. A brief (two pages maximum) curriculum vitae should be included.

### PROCEDURES:

7. The maximum proposal length is eight pages double-spaced or four pages single-spaced, excluding the cover page and supporting materials (such as the curriculum vitae), but including the executive summary.