

**General Guidelines for Grant Applicants:
The Leo E. Keenan, Jr. and James Martine Faculty Development Endowments**

General information about the Endowments

The Leo E. Keenan, Jr. and James Martine Faculty Development Endowments are intended to “provide funds to faculty engaged in activities designed to improve the quality of the teaching and learning process at St. Bonaventure University.” The Martine endowment provides for funding of activities associated with the general education core curriculum (Clare College), while the Keenan endowment provides funds for all other areas.

Award recipients must agree to share the results of the work produced through the use of the funds with the University community in such a manner so that the work and the faculty member may serve to mentor other faculty members in their efforts to improve teaching and learning at the University. This will include sharing the results with the donors and their descendants at an annual event hosted by the University and attended by the recipients and the donors.

Martine/Keenan applicants are *strongly* advised to document their consultation with other course instructors in order to demonstrate acceptance of any course-wide effects of their project, as in the creation or change of a course website or text. Evidence of shared opportunities for collaboration will strengthen an application and is to be encouraged.

Application Materials

Applications for the grant should include the following information:

Descriptive title for the project

A narrative description of the project, including:

Objective(s)—this must include a description of how the project will *improve the quality of the teaching and learning process at St. Bonaventure University*

Methodology

Calendar with timeframe for major steps identified

Estimated total time to be spent on the project (in hours or days)

Relationship of the project to Clare College (Martine Endowment)

Names, positions, and roles of others who will work on the project

Description of how the results will be disseminated and how the work and the faculty member will serve to mentor other faculty members in their efforts to improve teaching and learning at the University.

Budget Guidelines

For all projects:

Out-of-pocket costs for travel, supplies, etc, should be estimated as precisely as possible

For requested capital purchases (e.g., hardware, software), please provide (a) description of the item to be purchased, (b) description of why it is needed, and (c) estimated cost

For workshops:

Faculty participants: \$100/day or \$50/half-day

Coordinators:

“Passive” coordinator (organizes and advertises the workshop, acts primarily as a participant during the actual workshop)—additional stipend of \$100 to \$250

“Active” coordinator (organizes and advertises the workshop; presents all or part of the material in the workshop; arranges for and hosts visiting presenters; or assumes other responsibilities that require significant time and effort)—additional stipend of \$250 to \$500

Lunches (for full-day workshops only): \$10 per person

For writing text, research, and other non-workshop activities:

- Faculty stipend: depends on amount of work required; if work is approximately equivalent to teaching one summer course, a stipend of \$1,200 is considered reasonable.

Note: Awarding of a Martine or Keenan grant should not be interpreted as endorsing policies or programs advocated by grantees in conjunction with their supported projects, nor should the denial of a grant be seen as opposition to any such policy or program proposal.

**KEENAN GRANT APPLICATION
2007**

To: Clare College Date: _____

Name of Applicant: _____

NOTE: The original plus 8 complete copies are due in the Clare College Office by March 30, 2007

1. Descriptive title for project:

2. A narrative account of the project:

3. What you hope to achieve:

4. How you intend to achieve it (methodology):

5. How much time you will spend on the project (planning calendar):

6. The relationship of your project to St. Bonaventure University (which course/area):

7. Names and roles of others who will be working with you:

8. How you will/might apply/disseminate your results:
(You must be willing to present a report of your work at a public event, which will include our benefactor.)

9. What expenses you expect to incur -- give details:

**MARTINE GRANT APPLICATION
2007**

To: Clare College Date: _____

Name of Applicant: _____

NOTE: The original plus 8 complete copies are due in the Clare College Office by March 30, 2007

10. Descriptive title for project:

11. A narrative account of the project:

12. What you hope to achieve:

13. How you intend to achieve it (methodology):

14. How much time you will spend on the project (planning calendar):

15. The relationship of your project to St. Bonaventure University (which course/area):

16. Names and roles of others who will be working with you:

17. How you will/might apply/disseminate your results:
(You must be willing to present a report of your work at a public event, which will include our benefactor.)

18. What expenses you expect to incur -- give details: