

2025 SUMMER STIPEND - DEADLINE Monday, September 30, 2024

The Western Illinois University Foundation and the Office of Sponsored Projects will award up to ten summer stipends in the amount of \$3,000 each for Summer 2025. Additional support is possible from the Office of Sponsored Projects.

Of special note, the Foundation has funds available for additional grants specifically related to academic enhancements in the classroom (Category 1 or 2 projects). These curriculum-related awards are for proposals designed to increase and maintain academic standards, to fund proposals designed to enhance classroom instruction and improve research capabilities, and to assist in developing and increasing the facilities of Western Illinois University for broader educational opportunities.

All of these grants provide opportunities for faculty to engage in projects leading to the professional advancement of the proposal writer and the enhancement of Western Illinois University in the areas of teaching, research and creative activity. While teaching, research, and creative activities are expected of every faculty member, the summer stipend is intended to allow faculty to pursue projects well beyond those that can normally be pursued during the academic year. For proposals that span multiple categories, please submit your proposal in the category with the most immediate response.

Submit proposals in one of the following categories:

1. Curriculum - Development of a significant curriculum proposal
2. Curriculum - Mastery of a new instructional technique
3. Research - Research leading to publication
4. Research - Research required to prepare an external granting agency application
5. Creation of work leading to a performance or exhibition

The selection committee is made up of representatives from each college of the University and representatives from the University Research Council (URC). In the review and award process, the committee will pay special attention to the "expected outcomes" section of the proposal in order to ensure that substantial outcomes will result from the stipend-funded project.

Completed proposals for summer stipends must be submitted via the Jotform by Monday, September 30. Signatures are required from Department Chairs and Deans, and applications are not complete until all signatures have been obtained. The Committee will not accept late proposals. Letters of support are helpful to the committee and encouraged.

Proposals **MUST** follow the guidelines and policies listed below.

- Length: maximum of 10 total pages for the abstract, narrative (including detailed budget justification for other line items), and evaluation procedures
- Format: double spaced, one-inch margin all around, 12-point font
- Abstract: maximum of 200 words
- Appendixes: limited to 10 pages

Examples of successfully funded stipend awards are located on the Foundation webpage, under the Summer Stipend tab on the left side.

Please read all requirements and eligibility specifics carefully. All submissions will be pre-screened and the Committee will only evaluate applications that follow these guidelines.

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Submissions must follow formatting requirements, supply important information, present scholarly quality, and meet the application deadline.

Reporting Requirements: A final report must be submitted by October 15, 2025.

Acknowledgement must be given to the WIU Foundation and the Office of Sponsored Projects for publications, performances and exhibits. Notice of any publication, performance or exhibit resulting in whole or in part from the award and which acknowledges the WIU Foundation should be sent to the Foundation Office. (A reprint must be forwarded as soon as available.) This information is valuable to the administration in attempting to evaluate the effectiveness of the program.

If you have questions concerning the implementation of these guidelines, feel free to contact Stacy Dorethy in SH 303, ss-dorethy@wiu.edu, (309) 298-1808.

I. Applicant Eligibility

In order to be eligible to receive a summer stipend, the following criteria must be met and adhered to:

Applicants

- should be tenured faculty or tenure track faculty holding the earned doctorate or a terminal degree traditionally and commonly accepted in the particular discipline
- must continue employment for the year following receipt of award or the stipend must be returned
- must notify the committee if the approved project significantly changes.
- cannot receive a Center for Innovation in Teaching and Research, University Research Council, or Foundation Grant concurrent with a summer stipend
- must have submitted a final technical report from all previous Center for Innovation in Teaching and Research, University Research Council, and Foundation Grants
- may not accept summer teaching assignment if awarded a summer stipend
- may not receive summer stipends in consecutive summers
- receipt of other compensation, including externally-funded grants/contracts, endowed professorships, personal monetary gain, and workshops during the summer will be considered case-by-case

II. Project Eligibility

- Applicants may not accept a Center for Innovation in Teaching and Research, University Research Council, or Foundation award for the same project, or for a project that was previously funded with a CITR, URC, or a Foundation grant.
- Projects that involve human and/or animal subjects must be conducted within the University's formal procedures for such projects. Information on these procedures may be obtained from the Office of Sponsored Projects. Include a copy of your permission letter from OSP, if funded.
- A project that is a continuation of a previously-funded project, such as another chapter of the same manuscript or multiple parts of a large project, is ineligible for funding.

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III. Reporting Requirements

A final report **must** be submitted by **October 15, 2024**. Acknowledgement must be given to the WIU Foundation and the Office of Sponsored Projects for publications, performances and exhibits. Notice of any publication, performance or exhibit resulting in whole or in part from the award and which acknowledges the WIU Foundation should be sent to the Foundation. (A reprint must be forwarded as soon as available.) This information is valuable to the administration in attempting to evaluate the effectiveness of the program.

IV. Proposal Format

- A. **The entire proposal (items # 1-5) and your appendixes plus the bibliography, if necessary, and vitae (items #6 & #7) plus letters of support (#8) must be submitted electronically, individually as per the jotform.** All submissions must be received no later than Monday, September 30.
- B. The application sheet must be signed by the department chair and the dean. This is to be downloaded from the jotform, then uploaded once signed by department chair and dean. Include the following information in the completed proposal. **NOTE: these guidelines must be strictly followed. During prescreening, if ALL guidelines are not strictly followed, the application will not be reviewed by the committee. The necessity of each line item should be clearly articulated as part of the proposal narrative.**

Guidelines Requirement	Submission Requirement – narrative, evaluation procedures, bibliography (if necessary), vitae, appendixes, letters of support (if supplies) are to be uploaded individually via the jotform	(✓)
Items #1-7 below	If any item is omitted, please include an explanation	
Document Length (items #1-5)	Maximum of 10 pages	
Formatting Requirements	Double spaced, one-inch margins all around, 12 pt font	
Category (choose only one)	Indicate one of the five categories for which you wish to be considered	
Abstract	Word count must be 200 or less	
Appendixes	Limited to 10 pages	
Bibliography		
Vitae	Comprehensive and Current	
Letter(s) of Support (item #8)	Encouraged but not required	
Distribution	via jotform	
Signatures	Applicant, Department Chair and College Dean	

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1. Title. The title should be a clear description of what you plan to accomplish or investigate.
2. Abstract or Purpose. The abstract must **not** exceed 200 words and will be written in relatively non-technical language, avoiding the use of jargon.
3. Budget
 - (a) Personal Services – Stipends

Stipends are for \$3000 for the period May 15 to August 15. The stipend will be in the July 1 personal services payment and the applicable taxes and retirement will be withheld.
 - (b) Other Line Items – up to \$500

If this support is needed for completion of the project and a detailed justification for the expense is made in the proposal, there is a potential for additional funding. If awarded, the applicant is responsible for completing the paperwork (travel voucher, DPA) for reimbursement of this funding.
- Graduate Assistants or Student Help

Explain exactly what each assistant/student will do and why it is not being done by the summer stipend applicant. When requesting student help, refer to rules regarding hours, pay rates, etc., in the latest edition of Student Employment Regulations. This document is available upon request from the Financial Aid Office.
- Travel

The travel must be required to conduct the project and support will be limited to an amount not to exceed that required for coach (tourist) class fare or allowable mileage, plus lodging (single occupancy rate) at the destination. Subsistence (per diem) is seldom supported. Travel request information should conform to University guidelines.
- Equipment

You must show that the equipment is necessary to the project and is not available on campus. For this last requirement, indicate the active steps taken to determine lack of availability.
- Commodities
- Contractual Services. Applicant is responsible for obtaining contracts from all vendors.
4. Narrative
 - (a) Introduction. Provide a concise explanation of the nature and scope of the proposed project and its significance. Provide enough background information to orient the reviewer. Describe your professional qualifications for doing this project. Also, if you have received prior funding from the Foundation, URC, and/or other funding agencies, please demonstrate the separation or the unique nature of projects that have come before. Describe how this is a new area of research or a significant extension from a previous project.

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- (b) Objectives. A statement of the objectives or goals to be achieved by this project should be included. Please try to be as specific as possible so that the goals, procedures, and expected outcomes can be evaluated.
 - (c) Procedures. Provide a clear explanation of your proposed activity. Describe what you intend to do, and state when and where you intend to do it. This statement should also be free of jargon.
 - (d) Expected Outcomes. Prepare a brief description of the expected final outcomes of the project.
 - (e) Budget Justification. If line items are requested, provide a clear relationship for any line items requested and a detailed justification of the budget for the project.
5. Evaluation Procedures. Include the procedures to be used to evaluate the effectiveness of the proposed outcomes.
 6. Bibliography
 7. Curriculum Vitae