

## Endowed Internal Funding Sources for Faculty Development

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### Amelia V. Gallucci-Cirio Faculty Development Fund

Established by Amelia V. Gallucci-Cirio, class of 1938, the faculty development fund that bears her name was created to support activities and projects that promote her long-held interest in the study of Italian language, culture, and Western civilization. Each year, the fund supports projects that conform to the following guidelines established by the gift agreement:

- **PRIMARY PURPOSE:** To sponsor faculty scholarly development to perpetuate Italian language and culture through research, academic programming, and publication; funding to support faculty academic research of Italian culture and Western civilization; scholarly publication in Italian Studies and/or Western civilization; visiting professorships and academic programming at Fitchburg State; or supplemental funding for faculty to pursue Italian language instruction.
- **SECONDARY PURPOSE:** To support foreign travel by faculty to advance their research and publication in areas related to Italian language, culture, history, literature, art, philosophy of Italy and/or Western civilization.

A selection committee shall review all proposals and recommend finalists to the Fitchburg State University Foundation Board of Directors at their annual meeting in the fall. This selection committee shall be comprised of the Provost/Vice President for Academic Affairs (or designee), the Chief development officer, the Dean of Arts and Sciences, the Chair of the Department of Humanities (or designee), the President of the Center for Italian Culture (or designee), the Dean of Graduate and Continuing Education.

Six (6) individual awards of up to \$7,500, or the equivalent (available amount could vary depending on fund performance).

### Ann Hyland Zimmerman Irish Culture Endowment

Established by Ann Hyland Zimmerman, class of 1938, the Ann Hyland Zimmerman Irish Culture Endowment was created with the goal of perpetuating the vibrant Irish culture in Fitchburg in the 1940s and 1950s. This award is intended to foster understanding and the perpetuation of Irish history, arts, and culture and their impact in Fitchburg and surrounding area. The fund supports activities that include, but are not limited to:

- Faculty research on Irish studies;
- Faculty-led short-term study abroad opportunities for students;
- Student/faculty collaborative research on Irish history, immigration, etc.;
- Programming with shared costs in collaboration with other organizations (such as the Irish Consulate in Boston) or institutions (such as other universities with Irish Studies programs);
- Supporting Irish cultural events, with entertainment related to, and not merely influenced by, Irish culture and history;
- Studying the impact of Irish immigrants in the immediate and extended areas of North Central Massachusetts.

Preference will be given to applicants who demonstrate the potential to have the greatest impact on maintaining and fostering an appreciation of Irish culture in the Fitchburg area.

Two (2) individual awards of up to \$7,500, or the equivalent (available amount could vary depending on fund performance).

## **The Jewish Heritage Endowment**

The Jewish Heritage Endowment was created to support programming related to Judaic culture by promoting an understanding and appreciation at Fitchburg State of Jewish history, culture and heritage. Examples of the ways this goal can be accomplished include but are not limited to:

- Faculty research on Jewish studies;
- Student/faculty collaborative research on Jewish history, culture, etc.;
- Honoring and celebrating Jewish history, culture and heritage through an annual theme and events that depict that theme;
- Supporting cultural events, with activities related to Jewish culture and history;
- Studying the impact of Jewish communities in the immediate and extended area of North Central Massachusetts.

Preference will be given to applicants who demonstrate the potential to have the greatest impact on maintaining and fostering an appreciation of Jewish culture in the Fitchburg area.

Two (2) individual awards of up to \$12,500, or the equivalent (available amount could vary depending on fund performance)

## **Women in Today's Society Endowment**

The Endowment for Women in Today's Society (WITS) was created to support the contributions made by women of Fitchburg State University as scholars, teachers, and contributors to the world of higher education, politics, and the broader community. The fund can provide support for conference attendance, speakers coming to campus during Women's History Month and related events. Examples of the ways this goal can be accomplished include but are not limited to:

- Faculty research on women's studies;
- Student/faculty collaborative research on women's history, etc.;
- Honoring and celebrating the contributions of women through events that depict that theme;
- Studying the impact of women's political contributions in the immediate and extended area of North Central Massachusetts.

Preference will be given to applicants who demonstrate the potential to have the greatest impact on maintaining and fostering an appreciation of women's history and culture in the Fitchburg area.

Four (4) individual awards of up to \$2,500, or the equivalent (available amount could vary depending on fund performance).

# Request for Proposals

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## Endowed Internal Funding Sources for Faculty Development

This Request for Proposals (RFP) includes the guidelines and application form for four different endowed internal funding sources to support faculty research and creative activity. Please select the fund to which you are applying from the following list:

- Amelia V. Gallucci-Cirio Faculty Development Fund (AVGC)
- Ann Hyland Zimmerman Irish Culture Endowment
- Jewish Heritage Endowment
- Women in Today's Society (WITS)

**CRITERIA:** Successful candidates will address their research projects specifically to the goals of the selected funding source. Proposals are evaluated on the basis of clarity and relation to the mission of the fund. Recipients may be asked to present on their research to appropriate local audiences.

**FUNDING:** Award amounts vary according to endowment and can range from mini-grants (\$100-\$200) to larger individual awards. The total award amount available is based on the annual earnings as determined by the Fitchburg State University Foundation, Inc. Applicants cannot receive funding in consecutive years.

Average available awards for the current funding cycle include

**AVGC:** Six (6) individual awards of up to \$7,500, or the equivalent.

**Zimmerman Irish Culture Endowment:** Two (2) individual awards of up to \$7,500, or the equivalent.

**Jewish Heritage Endowment:** Two (2) individual awards of up to \$12,500, or the equivalent.

**Women in Today's Society (WITS):** Four (4) individual awards of up to \$2,500, or the equivalent.

All awards are distributed in the spring semester, and funded projects must complete spending between January 1 and September 1 of the calendar year of the award. (If September 1 falls on a weekend, then the deadline shifts to the Monday following September 1.)

**SUBMISSION PROCESS:** Proposals should be sent electronically to the office of the Provost and Vice President for Academic Affairs at [jrivard@fitchburgstate.edu](mailto:jrivard@fitchburgstate.edu); or by fax at (978) 665-4715.

**DEADLINE:** All proposals must be submitted **no later than 5 p.m. on the Wednesday before Thanksgiving in November.**

**SELECTION PROCESS:** A selection committee comprised of the academic, graduate, and library deans and the AVPAA shall review all proposals, with the chief Development officer serving *ex-officio*. The committee shall make recommendations of finalists to the Provost.

For the AVGC award, additional committee members will include the chair of the Department of Humanities (or designee) and the Academic Coordinator of the Center for Italian Culture.

The Provost shall inform the Fitchburg State University Foundation Board of Directors of the successful awardees in time for their annual meeting in the fall.

**FINAL REPORT:** All funded awards require that awardees submit receipts and a final report to the Provost's Office within three weeks of completion of research or travel but no later than September 15 following the spring distribution of funds. (If September 15 falls on a weekend, then the deadline shifts to the Monday following September 15.) If no final report is submitted, the faculty member will be ineligible for future funding from any of these sources.

**PROPOSAL COVER PAGE**  
**STEP 1 - Complete Cover Page with Title and Abstract (not included in page limit)**

Name of Principal Investigator: \_\_\_\_\_

Co-Principal Investigator(s) and/or Project Partners: \_\_\_\_\_

Participating Department(s): \_\_\_\_\_

Main Contact Information: Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Proposal Title:** \_\_\_\_\_

**Abstract (No more than 100 words that concisely summarize the proposal).**

If your project involves travel to conduct interviews and/or research in another language and you do not speak that language, please indicate how you will accomplish your project outcomes.

STEP 2: Complete project narrative (on page 5) with the following information (1,500 word maximum)

The narrative should be concise but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature but specific and informative. All narratives must include the following sections:

**1. Broad Goals and Objectives:**

- Describe your broad, long-term objectives in relation to this grant and how the funding will enhance your research or professional development.
- Explain how the project/activity supports the goal of the funding source.

**2. Description of Project:**

- Describe the background and the significance of the present proposal including any previously- performed related research and outcomes or findings.
- Explain the project, including the methodologies and procedures to be used or activities to be engaged in to accomplish your specific objectives.

**3. Project Plan:**

- Provide a tentative sequence or timeline with critical events and discrete phases of the project.
- Describe the roles of project participants, including any financial, in-kind, or other commitments (if applicable)

**4. Project Outcomes:**

- Describe the intended outcome of this project and how it will benefit the field, Fitchburg State, its students and/or the community.

**Step 2 (continued)**

**Complete project narrative below (1500-word maximum).**

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**STEP 3 – Complete the following project budget (not included in page limit)**

The project budget must include all anticipated expenses, with all amounts rounded to the nearest dollar.

<b>Endowed Faculty Development Funds Budget Worksheet</b>			
<b>Proposer:</b>			
<b>Select Fund</b>	<b>Amelia V. Gallucci-Cirio Faculty Development Fund (AVGC)</b>		
	<b>Ann Hyland Zimmerman Irish Culture Endowment</b>		
	<b>The Jewish Heritage Endowment</b>		
	<b>Women in Today's Society</b>		
<i>Instructions: Enter requested funds by the appropriate expense category ONLY in the first two columns.</i>			
<b>Expenditure Categories</b>	<b>Requested Funds</b>	<b>Other Funds (cash or in-kind)</b>	<b>TOTAL</b>
<b>PERSONNEL</b>			
<b>Stipends: Faculty/Librarian</b>			
<b>Student Hours:</b>			
* Calculate at \$15/hour			
* Not to exceed 80 hours in one semester			
<b>Other (Please describe in budget narrative)</b>			
<b>NON-PERSONNEL</b>			
<b>Travel</b> (project-related: specify in narrative)			
<b>Project Supplies</b> (consumable items required to carry out the project)*			
<b>Equipment</b> (books, software, hardware or similar)*			
<b>Operations</b> (e.g. surveys, tuition/fees, facility costs)			
<b>Other</b> (e.g. conference registration, etc.): <b>Please specify in budget narrative</b>			
<b>TOTALS:</b>			

\*Items purchased in these categories remain the property of Fitchburg State University.

Provide a budget narrative that includes supporting details and calculations for all items noted above. Specify your use of continuing scholarship, department, or resources from any other funding source that will be used to support this project. In addition, note any requested funds related to this project not yet awarded.

If the committee is able to approve only a portion of your request, will you accept partial funding?

**Yes**

**No**