

UNIVERSITY OF HARTFORD

Office of Faculty Senate

Date: September 25, 2023

To: Coffin Grant Applicants 2024-25

From: Carrie Koffman, Chair, Awards and Nominations Committee

Subject: Call for applications: Full Time Faculty

COFFIN GRANTS 2024-2025

DEADLINE: Monday, October 23, 2023

SUBMISSION: Completed Applications must be submitted as
1 single PDF File submitted to: facsenate@hartford.edu
OR
1 single hard copy to the Senate Office, CC314

CONTACT: Office of the Faculty Senate, 860-768-4789/4755

All full-time faculty members are eligible and invited to apply for the Coffin Grant with the exception of faculty who are currently on the Faculty Senate Awards and Nominations Committee or have been awarded a Coffin Grant within the last two academic years (2021-2022; 2022-2023). Full-time faculty members who are awarded a one-semester or full-year Sabbatical for any portion of the 2023-2024 academic year will automatically become ineligible for the 2023-2024 Coffin Grant.

Coffin Grants for Academic Year 2024 -2025

Coffin Grants provide up to \$3,500 for applicable projects (listed below) and are meant to help offset direct expenses incurred as a result of the pursuit of substantive scholarly or creative work during the Academic Year 2023-2024. Such expenses must be one or more of the following listed below. Expenses must incur between July 1, 2023 and June 30, 2024. Justification for expenses and a breakdown of costs must be included.

1. Supplemental travel expenses to a second or third conference, international travel, or a conference outside one's discipline. The collegiate dean must contribute their school's or college's usual amount of funds for travel.
2. Technology (not for routine course development, but for the production of substantive scholarly or creative work)
3. Other material, equipment, and supplies
4. Staff assistance on the project
5. Adjunct replacement cost for one three-credit course release for one semester up to \$3,500. Any additional adjunct costs exceeding \$3500 will be the responsibility of the respective college.

Your application for **Coffin Grants** must be submitted by the deadline, and include:

- Cover Sheet Application (attached here)

- Title and description of scholarly/artistic content of the proposal, including quality and merit
- Plan for the completion of the project (appropriate methods, realistic timetable, and feasibility)
- Probability of completion of the project (assessment that the portion of project for which funding is provided will be completed)
- Detailed budget and budget justification
- If applicable, justify the need for course release time
- Dean's and Applicant's signatures on applications
- An indication of other funding, internal or external to the University, applied for or secured for the same project listed on the form

If your project involves activities that require review by the Institutional Review Board, you must submit the University Institutional Review Board approval for your project prior to any monies being disbursed. Please review the Institutional Review Board web site at

<https://www.hartford.edu/about/campus-leadership/office-provost/human-subjects-committee/>

Coffin Grants are Non-Transferable

The Awards and Nominations Committee is allotted limited funds each year to award partial or full Coffin Grants. Committee deliberations occur in a broad context—considering all Coffin Grant applications for specific proposed projects, and how funding part or all of any application affects the funding potential for the other applicants. If you are awarded and accept a partial or full Coffin Grant, it is expected that you will complete the proposed and awarded project. If you do not complete the awarded project, the funds are lost and could have originally been awarded to another applicant, but cannot be awarded to another applicant if you change your plans. Funds awarded for specific projects are not transferrable to a different project and should only be used for the proposed and awarded project.

Formatting of Application

- 12 pt. font (Times New Roman or Courier)
- 1" margins on all sides
- 6-page maximum, exclusive of Cover Sheet Application

Evaluation Criteria

Applicants for Coffin Grants are ranked based on the following:

- 70% Quality and merit of the proposed project (scholarly/artistic content, methods, timetable, feasibility, probability of completion)
- 30% Clarity, coherence, and effectiveness of the proposal

In the case of similarly ranked applications, preference will be given

- to proposals from tenure-track faculty, or
- to proposals that serve as the basis for seed funding for a larger grant, or
- to applicants who have not recently received a Coffin Grant.

Obligations

Recipients of the **Coffin Grants** need to report results of their activity and the proposed dissemination of the scholarly activity and/or creativity beyond the University of Hartford.

In order for the University to continue funding these awards, the report must include the assessment tools utilized to measure the enhancement of teaching and professional development, as well as the findings obtained.

Recipients of the **Coffin Grants** need to report the results of their efforts in writing by **October 15, 2025**.

The Awards and Nominations Committee will make every effort to notify applicants of award decisions by the last week in November 2023. Please note that all applications must be complete when submitted and must include all of the required information and materials. Incomplete applications will not be considered for funding.

COFFIN GRANT FOR 2024-2025
COVER SHEET APPLICATION

***Coffin Grants** provide up to \$3,500 for applicable projects and are meant to help offset direct expenses incurred as a result of the pursuit of substantive scholarly or creative work.*

1. Name _____ E-mail _____
2. College _____ Rank _____
3. Office address _____ Telephone _____
4. Status (check one): Tenured _____ Tenure Track _____ E.T.C. _____ Clinical/Applied _____
5. There are five categories of expenses for which a Coffin Grant may be used. For which category(s) are you applying? Please detail, using additional pages if necessary.

6. **Required Signature:** I acknowledge receipt of this **Coffin Grant** submission. I have reviewed the criteria and understand the impact, if any, on the college and/or faculty member. My signature indicates support for this application.

Dean's Signature

7. Applicant's Signature _____ Date _____

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