



## **President's Mission Achievement Grant**

### **Purpose:**

The President's Mission Achievement Grant is designed to provide resources for faculty members to engage in activities that advances our institutional mission. The grant is awarded based on specific criteria, and funds are designated for specific purposes. This policy serves to identify the criteria, purposes and procedures for the application of Grant, as well document the fund's monetary distribution.

### **Policy:**

- A. Initial priority will be placed on applications that support the strategic objectives of the Academic Master Plan, specifically in the area of new academic programming.
- B. Other considerations will be placed on applications that:
  1. Provide significant benefit to the institution, not just the grantee (i.e. projects that will have institution-wide impact regarding the mission).
  2. Promote intellectual learning in our students, facilitate leadership development in students, or strengthen a sensibility of "global awareness" in our students or in the functions of the university.
  3. Have matching resources as evidence of commitment (e.g. faculty development funds, departmental funds, personal funds, outside funding sources, in-kind contributions).
- C. The maximum amount that will be granted per President's Mission Achievement Grant is \$3,000.

### **Procedure:**

- A. The Faculty member must submit a proposal in the correct format (see below) to the Associate Vice President of Academic Affairs.
- B. Applications will be accepted until November 15 for the spring and summer awards and until March 15 for the following fall semester awards.
- C. The AVP will provide copies of the proposals to the Academic Dean and Provost.
- D. The Academic Dean will forward recommendations to the Provost, who will then evaluate applications and forward recommendations from both levels to the President. The President will make the final decision on award, and will announce the final awardees.
- E. Format for the Mission Achievement Grant Proposals
  1. A cover page that includes proposal title, faculty name(s), and date of submission
  2. A proposal body that includes:
    - a. Introduction
    - b. Details of planned activity, including a timeline
    - c. Assessment plan
    - d. Budget that shows:
      - i. Total project cost
      - ii. Requested funding amount
      - iii. Matching resources, if any
      - iv. Budget timeline, if appropriate
      - v. Grantee(s) name(s) with signature(s)
  3. A current c.v.

Examples of potentially qualifying proposals may include, but are not limited to:

- Work needed for the eventual application and approval of new academic programming, whether new degree programs, new concentrations, or other related activity. (*Highest priority*)
- A planned program of professional development and/or curriculum development in a current or projected academic program.
- A study on the effectiveness of different pedagogies using technology currently available on campus, including simulation.
- The promotion of internationalism via collaboration of research with other maritime universities/academics.
- Development of electronic resources to help cadets prepare for license exams.
- Purchase of materials to be used in leadership development activities for students across the curriculum.

Faculty awarded a Mission Achievement Grant shall be paid by stipend and/or reimbursed for expenses.

- **Stipends** granted to faculty at Cal Maritime may be in exchange for services provided to support a program, grant, or project. It must be acknowledged that the stipend received is reportable (taxable) to the IRS.
- If the faculty opts to be **reimbursed** for actual expenses, the funds will be transferred to the appropriate department budget to cover those costs.