



Office of Academic Affairs  
**FACULTY-STUDENT COLLABORATIVE  
SCHOLARSHIP FUND  
APPLICATION FORM**  
2005-2006 Academic Year

**Who is eligible**

Full-time faculty members are eligible to request a maximum of \$2,000 per application. Each faculty member will be limited to \$2,000 per academic or fiscal year regardless of the number of applications she/he submits. Requests are neither ranked nor "prioritized" for funding. A total of \$20,000 for ten \$2,000 grants will be available. Recommendations for funding will be made by the Faculty Development Committee to the Vice President for Academic Affairs.

**Criteria for Funding**

Funds under this program are to support *collaborative work* between faculty and students and are intended for use for projects where faculty and students work side-by-side on a peer basis. Examples include, but are not limited to, co-composing, co-publishing, joint lab research or joint performances.

**Allowable Expenses**

Expenses for supplies, equipment and materials; travel, food, lodging and conference registration for both the faculty member and the student(s) will be allowed. *Neither stipends nor requests for research assistants will be funded.*

**How to apply**

Faculty members must get pre-approval from their dean or director prior to incurring any expenses. The attached Faculty-Student Collaborative Scholarship Fund application form must be signed by the dean or director and submitted to the Office of the Vice President for Academic Affairs with the applicable Business Office paperwork (completed and signed requisition or reimbursement form with receipts). *Do not submit application form without completed applicable paperwork attached.* The deadlines for submission are listed on the next page.

Projects/activities/purchases must be completed within the fiscal year (July 1 – June 30) in which funding is required. All usual and appropriate Business Office procedures apply to purchases and/or expenses for Faculty Research Fund Projects. Complete information is available on the SU intranet Web page at [www.su.edu/businessoffice/employeeinfo.asp](http://www.su.edu/businessoffice/employeeinfo.asp). See Faculty Support Programs -- Guidelines for Purchases and Reimbursements at the end of the application form.

## FACULTY-STUDENT COLLABORATIVE SCHOLARSHIP FUND APPLICATION FORM

Deadlines to apply will be November 28, 2005; January 16, 2006; and March 22, 2006

Submit this form, signed by dean or director and completed and signed requisition or reimbursement form with receipt(s), to the Office of the Vice President for Academic Affairs.

1. Name Geraldine Wojno Kiefer
2. Campus Phone 545-7323
3. Department/Discipline History/Art History and Art
4. Amount Requested \$1100: includes 12 reproductions of selected Harpers Ferry photographs from Library of Congress (\$410); twelve 16 x 20 frames with hardware kits and shipping (\$224.71); 12 precut double mats and shipping (\$74.43); 12 precut pieces of glass (approximately \$120); 3 trips with the SU 15-person van (\$240): \$1069.14 plus \$30.86 for possibly increased prices on photos and/or materials
5. Sentence Summarizing Request (*if a specific event or activity, please give date and location*)  
Students of Special Topics: History of Photography, Art 395 (spring semester 2006) and Dr. Kiefer will present and exhibit their interpretations of and research on photographs of Harpers Ferry, utilizing selected photographs from the Library of Congress; Dr. Kiefer and her students (names of students not yet available as spring 2006 registration has not yet been completed) will deliver commentaries which establish the works as historical documents and interpret them as specimens of landscape art--in at least four institutions of higher learning: James Madison University (History of Photography class taught by Corinne Diop); Bridgewater College (photography classes taught by Scott Jost), Shepherd University (photography classes taught by Rick Bruner), and SU (Creative Scholarship Day). The request is for photographic reproductions,

presentation and framing materials, and transportation to the various institutions to present the photos and research results.

6. Please describe briefly how this activity/project/resource directly supports your scholarship (commensurate with the examples in *Faculty Handbook section 4.10.7.4*).

The project will lead to the equivalent of a publication: an exhibition and exhibition catalog, with a foreword written by Professor Kiefer and short essays on the photographs written by the students. It is hoped that the exhibition will be one of the inaugural events in the new SU History and Tourism Center.

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Signature

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Date

Dean/Director

Date

10/05

**Faculty Support Programs –  
Guidelines for Purchases and Reimbursements**

***Purchase and Reimbursement Policy and Forms to be Used***

Shenandoah University will handle purchases for, or make reimbursements to, faculty for business expenses related to travel, i.e. airline tickets, mileage, lodging, registration fees, meals, and tolls, as outlined in the Shenandoah University Travel and Business Expense Reimbursement Policy (the complete policy is available on the SU intranet at [www.su.edu/businessoffice/TravelEntertainmentExpensePolicy.htm](http://www.su.edu/businessoffice/TravelEntertainmentExpensePolicy.htm)). This applies to funds made available from, but not limited to, Faculty Tuition Assistance Grants, Faculty Development Grants, the Faculty Research Fund, the Fund for Excellence in the Arts and Sciences, and the Professional Faculty Development Grant for Business and the Arts and Sciences, and any faculty support programs within the individual schools and divisions.

The standard Requisition and Travel/Entertainment Reimbursement forms are used for purchases and reimbursements using support programs funds. These are the available on the SU intranet Web page [http://www.su.edu/intranet/V4\\_Form.asp](http://www.su.edu/intranet/V4_Form.asp); use "New Business Office Forms" in drop-down box.

#### ***Ownership of Property Purchased Using Grant Funds***

Any property purchased with grant funds will be considered the property of Shenandoah University. This includes, but is not limited to, instructional equipment, computers, computer software, furniture, and audio visual equipment, and will be subject to all conditions of the university's Property Identification Policy. Faculty must use a purchase order for the purchase of equipment or supplies in accordance with the Shenandoah University Requisition & Purchasing Policy (available on the SU intranet Web page at [www.su.edu/businessoffice/requisition%20and%20purchasing%20policy.htm](http://www.su.edu/businessoffice/requisition%20and%20purchasing%20policy.htm)).

#### ***Payments for Lessons and Private Instruction***

At times, faculty may choose to take lessons or private instruction that will enhance their professional development. Such payments need to be reported to the IRS, as well as the person or company that was paid, at the end of the calendar year. Therefore, faculty members must not make direct payment for lessons or private instruction from grant funds and then request reimbursement. Payment for lessons or private instruction must be made directly by the university. When arranging for lessons or private instructions that will be paid for from grant funds, a Shenandoah University Contract for Independent Contractors & Honoraria form must be completed, unless the university or the payee has another written contract agreement for the services to be performed. The Contract for Independent Contractors & Honoraria is available on line at [http://www.su.edu/intranet/V4\\_Form.asp](http://www.su.edu/intranet/V4_Form.asp); use "New Business Office Forms" in drop-down box. If such a contract agreement exists, it must accompany a Requisition form and a W-9 form before payment is made. If the Shenandoah University Contract for Independent Contractors & Honoraria form is used in lieu of another contract agreement, a W-9 form must be on file in the Accounts Payable Office before payment is made. The Vice-President for Administration & Finance must sign all contracts. Please contact the Office of the Comptroller for further information.

2/12/04