

ARCHIE FUND FOR FACULTY EXCELLENCE

Fall Deadline: 28 October 2009

Revised 8/21/09

The Archie Fund, named for former Dean of the College William Archie, is supported by an endowment from the Mary Reynolds Babcock Foundation. It seeks to promote excellence in the undergraduate faculty in Wake Forest College and those in the Schools of Business involved in some aspect of the teaching of undergraduate students. However, priority will be given to faculty in the Arts and Humanities (Divisions I, II and III). Faculty in Divisions IV and V may apply for funding through the Social Science Research <http://www.wfu.edu/rsp/ssrif.html> and the Science Research <http://www.wfu.edu/rsp/srf.html> funds, respectively. Most awards have been in support of research or creative activities.

Faculty members are invited to apply for grants in support of their research and professional development. Junior faculty, at the beginning of their careers, will receive preference over senior faculty who have benefited from prior Archie Fund support. Eligibility is restricted to full-time faculty. Faculty members are ineligible if their appointments do not continue through the following academic year. Funds for travel expenses to conferences will be considered, only when matched by contributions from departmental and/or other sources. In the event a faculty member receiving Archie funding should terminate his or her employment with Wake Forest, terms and conditions of ownership of such items as books, CDs, and equipment purchased with Archie funds will be negotiable at that time.

Faculty members who have applied for external funding of their projects will receive preference over faculty who have not. Occasionally, preference may be given to senior faculty seeking to reengage with, or to enhance, their research agendas after a period of focused attention to instruction. Proposals will be evaluated and awards determined by the Dean of the College and a representative group of faculty the Dean convenes for this purpose. Please contact the Dean's Office with questions of substance.

Recipients of Archie awards are expected to prepare a final report describing the results of their projects and their plans for future activities based on the project outcome.

Guidelines for proposals to the Archie Fund:

1. Clearly identify the rationale and significance of the project and its relevance to the applicant's discipline.
2. Clearly identify the activities proposed.
3. Clearly identify the expected outcome of the project and a discussion of further activities contemplated as a result of its successful completion.
4. Include a line-item budget and a brief discussion of any items that may not be clear to reviewers. Meals may not be submitted for reimbursement, regardless of unused funding available.
5. Clearly identify the expected duration of the project by month, date and year. The project must be completed in the time frame proposed.
6. Include a brief description of the outcome of previous awards.
7. Proposals should be clearly written and follow these guidelines. Incomplete applications WILL NOT be reviewed. Opportunities to rewrite proposals WILL NOT be permitted and applicants will need to resubmit revised proposals for review in the next round of Archie awards.
8. Once a project has been awarded, no changes in the scope and plan of the project, or its budget, will be permitted. Additionally, all funds MUST be expended within the time frame of the project and may not be carried over to be used at a later date. Requests for exceptions should be directed to the Associate Dean for Faculty Development. Any and all charges will be subject to approval by the Dean of the College.
9. **Funding may not be used to supplement summer salary.**

Please use the following check list for proposal submission:

- A completed application form is included.
- This proposal is no more than 3 single spaced pages.
- This proposal is accompanied by an updated CV of no more than 3 pages.
- All materials (ie., application form, proposal and updated CV) are submitted as a **single PDF document**.
- This **single PDF document** is sent via email attachment to: Ms. Tammy Burke in the Office of the Dean of the College <burketj@wfu.edu> no later than 5 p.m. on the deadline date.
- The Department Chair is responsible for submitting this proposal, with his/her approval, by email with the single PDF file attached.**

Archie Fund for the Arts and Humanities

Application Form

Revised 8/21/09

Name:	Department:	For Office Use Only: Date received: _____ By: _____
Rank: <input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Instructor or Lecturer		
Status: <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-track <input type="checkbox"/> Visiting/Temporary <input type="checkbox"/> Research Staff/Adjunct		
Dates of appointment (<i>visiting or temporary only</i>):		
Project Information:		
Title:		
Proposed Project Duration – From: / / To: / /		
Amount Requested:		
If you have applied for external support for this project, please provide the funding source to which you have applied and the status of your application:		
If you have other commitments or overlapping obligations during the proposed project period, please indicate how your time will be allocated.		
Previous Internal Award History (please indicate awards received in the past 4 years):		
Archie Fund: Publication & Research Fund: Other : Year Amount \$ Year Amount \$ Year Amount \$	<i>Please use this space to record additional internal awards as needed.</i>	
Signature of Applicant:	Date:	
Signature of Department Chair or Equivalent:	Date	

Please follow instructions in the Archie guidelines. Incomplete applications will not be reviewed