SERVE Grants Overview: The purpose of the SPU SERVE program is to provide support for SPU faculty and staff to explore and practice the theological aspects and implications of Christian vocation.

Funding is available for research and applied projects associated with enhancing the understanding and practice of Christian vocation among SPU community members. It is not necessary for projects to be directly about vocation. What is necessary is that a significant component of each project draws out important implications for Christians to understand the nature and meaning of vocation and gain a theological understanding of how to respond to God’s call on their lives. Typical amounts are two to five thousand dollars.

This year, we are especially interested in funding research / scholarship that would inform appropriate student developmental milestones and practices associated with vocational discernment. We are also interested in funding course revision(s) associated with issues of vocation. We would also look favorably on funding a faculty yearlong community of learners around issues of vocation. Finally, we would like to fund a summer stipend for a faculty sponsored graduate student who would capture best practices around vocation programs across the country.
Further information on the SPU SERVE Program and application deadline is found on the CSFD SERVE website.

You must submit an electronic copy to CSFD@SPU.edu by 5pm on the noted deadline. You can secure the appropriate signature on the final page and scan to complete your application. If you are unable to secure the signature of your dean, chair, or department head, he or she can e-mail the approval to the Director of the SERVE program, Margaret Brown by the deadline.

How these grants can help you

APPLIED PROJECTS / PROGRAMS: Full-time faculty and staff can apply for funding associated with applied projects or ongoing programs associated with Christian vocational exploration, discernment, and reflection with a Christian theological framework (see Koskela, 2015). Priority will be given to projects / programs that benefit student vocational discernment. Types of eligible projects include:

- Development of new courses or modification of existing courses that enhance topics of vocation within the course.
- Individual scholarly/performance/creative projects.
- Seminars or working groups that will produce papers for presentation and publication and/or curricular revisions.
- Funding for workshops or conferences whose theme is consonant with Christian vocation.
- Funding to bring speakers on campus to discuss issues related to Christian vocation.
- Funding for co-curricular experiences whose goal is to increase student understanding of vocation.
- Scholarly work with students that includes vocational reflection.

Student stipends for internships that are likely to enhance understanding of Christian vocation.

RESEARCH PROJECT COURSE RELEASE: Full-time faculty may request up to a 5-credit course release with their Dean’s approval (2 or 3 credit releases are also possible). Grant funds will enable their school to cover the cost of an adjunct replacement at $900 per credit, plus 11.38% for fringe. Check with your school for adjunct rate of replacement. Note in the application the quarter for which you are asking load release.

RESEARCH PROJECT SUMMER STIPEND: Alternatively, full-time faculty on either a 9 or 10 month contract may request a summer stipend of either $4,500 (5 credits), $2,700 (3 credits), or $1,800 (2 credits), depending on the time commitment or scope of their projects. Fringe benefits of 11.38% also must be included in the proposed budget ($575, $345 or $230). Faculty teaching between a .75 and 1.0 load are ONLY eligible to apply for a summer stipend, not for a course release or other stipend. Summer stipends will be paid directly to the faculty member in September, following the conclusion of the work.

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RESEARCH PROJECTS: Full-time faculty can request funding for expenses pertaining to scholarly work associated with vocation.

SERVE Grants CAN NOT be used for:

- Conference attendance and registration fees intended for professional development.
- The practice of vocation in one’s scholarly work
- Compensation for research already completed before the date of application.
- Release time or expenditures that have been covered by sabbatical or other grant funds.

Who Can Apply?

- Applicants must be full time (at least .75 FTE) faculty members of Seattle Pacific University or full time (at least .8 FTE) staff members. Faculty on one-year contracts must be at least in their second year of such a contract in order to be eligible. Staff members who are not full time must have a principal investigator who is a full time faculty or staff member.

Money Matters

While there are no formal limits on requests, applicants should bear in mind that the total amount requested may exceed the funding available and the Center wishes to fund as many promising requests as possible. Funds for approved grants will not be available until July 1 in the year the award is made and are then available for spending during that fiscal year. SERVE accounts will be closed on June 1 of the year following the award, unless a formal request for an extension is received and approved in the CSFD before June 1. Unexpended funds will be returned to the budget. SERVE monies CAN NOT be spent on material or activities that were not approved in the budget without prior approval from the SERVE program.

Reporting

SERVE research and applied projects must be completed within one year of the dispersal of the grant funds. If the research has resulted in a publication or product, the support of SPU should be acknowledged in print, and a copy of the publication, if applicable, submitted with the final report. The SPU SERVE program should also be acknowledged in any programs or in the advertisement and introduction of speakers who are sponsored by this program.

All funded projects, programs and speakers require a final report of 1-2 pages, including outcomes associated with the funded project / program, following the format provided on the SERVE Webpage. Final reports must be submitted in electronic form to the Center for Scholarship and Faculty Development by August 1 (13 months after funding is granted). All reports will be posted on the CSFD SERVE website so we appreciate any pictures that you would like to include with your report. Faculty and staff members who fail to provide a final report or submit a perfunctory and poorly written report are less likely to be considered for future internal grants administered by the Center.
Criteria for Awards

Please remember that the application will be read by a committee composed of faculty and staff from across the campus. Subsequently applications that are written for this general audience rather than members of one’s guild are more likely to be funded. Applications will be awarded on a discretionary basis, and will be evaluated by the review committee according to the following criteria as appropriate:

1. All required areas are fully and appropriately addressed in the application, appendices are included and an electronic copy of the proposal is turned in to the Center for Scholarship and Faculty Development offices by deadline.
2. The proposed budget is clear, detailed and demonstrates an efficient and effective use of funds.2
3. The proposal provides strong evidence that the research or applied project will draw out important implications related to how Christians respond to God’s call on their lives.
4. Students sense of vocational discernment will be enhanced and their experience captured (e.g. student reflection) as part of the project.
5. The applicant has the requisite skills and knowledge needed to address the topic or process with distinction.
6. The applicant’s track record with prior SERVE grants suggests that he or she will meet or exceed the goals set out in the application.

For research projects

1. The summary or review of relevant literature includes representative and significant works and reflects the current state of the field.
2. The hypothesis, research question, or objectives are clearly described and articulated.
3. The proposed methodology is sound and clear.
4. The project reflects a high level of intellectual or creative ability.
5. Students and other SPU community members will benefit in their own vocational exploration from the scholarship.

Policy for Paying Student Employees with SERVE Grant Monies

Student Research Assistants: The intent of the SERVE Grant program is to support faculty and staff-driven exploration of the theological aspects and implication of Christian vocation. Therefore undergraduate students paid from these funds must work under the close direction of a faculty or staff supervisor and be paid an hourly salary, not a stipend. (While some extramural grants may fund independent student research, these internal grants do not.) All undergraduate research assistants

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2 Minimal funding should be requested for refreshments. The cost of lodging, lunches and dinners falls within GSA per diem rates.
paid from SERVE Grant funds must be hired via the Office of Student Employment. (See info below for graduate students). Student salary benefits must be charged to the grant and included in the itemized budget proposal.

Calculating Payments and Benefits: Grant applicants must include the number of student hours, the pay rate, and a benefit of 1.82% in their budgets. Student research assistants are typically paid $15 to $20 an hour. Here’s an example:

50 hours of student labor @ $10 an hour $750.00

Benefits @ 1.83% 13.72

Total request: $763.72

Please include this detailed account in your itemized budget. (For those who have worked with federal grants, the SERVE Grant procedure is simpler as federal accounting rules require more precise billing and there is a difference between rates charged in the summer and rates for the academic year.)

Hiring Undergraduate Research Assistants: All Undergraduate Research Assistants must be hired through the SPU Office of Student Employment. This may involve two steps:

1. A job classification may need to be created by logging on to the on-campus employer section of the SPU Office of Student Employment and creating a new job description. However, many departments already have job classifications for student labor that would work for a student research assistant. For example, the Department of Biology has a “research assistant” job description in existence that faculty simply re-use, allowing them to skip this step.

2. Once the position description is on file electronically, fill out a work referral for the student. Separate forms for summer and academic year work are used. Download the appropriate form from the SPU Office of Student Employment.

Once hired, students will report their hours through Banner and the faculty member, as supervisor, will approve their hours through Banner. It is important that pay period schedules and published deadlines be followed, or students will not be paid in a timely manner.

Graduate Research Assistants: Graduate Research Assistants may be paid EITHER through the same process as undergraduates (through the Office of Student Employment and including 1.82% benefits as described above) or in the form of a Research Fellowship. Please check with your dean and school budget manager for the process used in your school. Graduate Research Assistants are typically paid from $15 to $18 an hour. Research Fellowships, which are established within the school, do not need to include a benefits line, as they are considered financial aid/scholarship.

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While SERVE Grant funds can be used to support studies that provide graduate students with funding as well as research data, their faculty member must be the Principal Investigator and project supervisor. Research projects should be part of the faculty member’s larger program of research that will be continued beyond one student’s graduate work, and the faculty member must appear as the first author on any publications or presentations resulting from the research.

**Dates of Employment:** Both Undergraduate and Graduate Research Assistants must conduct their work between July 1 of the year awarded and June 30 of the following year. Since SERVE Grant awards are made out of the next fiscal year’s budget, students cannot be paid for hours worked prior to July 1. Nor can they be paid after June 1st of the subsequent year.
Seattle Pacific University
Center for Scholarship and Faculty Development
SPU SERVE PROGRAM
(Spiritual and Educational Resources for Vocational Exploration)

Grant Application Form

PDF Application
Due by 5pm on Deadline noted on CSFD website
Wilsonj17@spu.edu

Use this template as your application form.

Check One: Research Project [ ]
Applied Project /Program [ ]

Principle Applicant (PA): [ ]

Department and School: [ ]

Project Title: [ ]

Total Amount Requested: [ ]

Please type, and use additional attached pages as needed—use a 12 point font

Abstract: (400 words or less: summarize the focus, significance, and approach of the proposed project)

Purpose:
For research projects, include (3 page maximum):
1) Statement of the theological vocational significance and purpose of the project.
2) Brief literature review.
3) Description of the proposed methodology.
4) Plans and a timeline for dissemination.
5) How will the SPU community benefit from this scholarship?
*Proposals for funding towards curricular revisions should also include a copy of the current syllabi and objectives. Proposals for curricular additions should indicate the way in which the new course would fit into SPU’s current curricular offerings.

For applied projects or programs include (3 page maximum):
1) Statement of the theological vocational significance and purpose of the project.

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3 While the SERVE program was originally funded through a generous grant from the Lilly foundation. SPU continues its commitment to vocational exploration by wholly funding the SERVE program.

4 Teams may apply but one Faculty or Staff member must be designated as the Principal Applicant.
2) Brief literature review as appropriate.
3) SPU community members who will be supported.
4) How will the SPU community benefit from this scholarship? Please especially note if and how students would benefit.
5) Expected outcomes and evaluation (how will you know that the project or program was successful).

**Previous Lilly or SPU SERVE Grants Received**: List last 5 as applicable

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<thead>
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<th>Amount</th>
<th>Date Received</th>
<th>Outcome/Result of Grant</th>
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**Appendices: (add separate pages for each)**

1. **Itemized Budget**: Provide specific itemized costs related to the project. If you are asking for partial funding for a project, please provide the total project amount and the amount you are requesting and/or receiving funding from other sources. *Please note: no more than 5% of the overall budget can be designated as miscellaneous expenses. If you are requesting funding for programs or projects that exceed $500, no more than 20% of your budget can be allocated for food / entertainment. Meal expenses must fall within the GSA per diem rates for location.***

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<td>Materials/supplies</td>
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<td>Food / entertainment costs (be specific)</td>
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<td>Travel / lodging</td>
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**Student Scholarships**

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<td>Student Fringe calculations</td>
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5 Either under the Lilly or SPU SERVE Program
6 In Seattle, lunch is capped at $18 per person and dinner capped at $36 per person

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2. IRB or IACUC approval letter if scholarly projects will involve human or animal subjects

☐ I understand that there is limited funding for SERVE grants. Subsequently, I am willing to accept a smaller amount of funds if the Center for Scholarship and Faculty Development deems that part of the project or program qualifies for funding.

☐ I understand that there is limited funding for SERVE grants but I cannot complete this project/program without the entire funding requested in this application.

Chair Signature: ________________________________ Date: ______

Dean Signature: ________________________________ Date: ______