

3. Pope Faculty Research and Enrichment Grant

a. Terms of the Fund

i. Establishment of Fund and Name of Grant

- a) This fund is established by Dr. Earl A. Pope, Dr. John M. Pope, and Mr. Bruce B. Pope in honor and memory of their parents, the late Reverend Moses and Lena Pope.
- b) The grant shall be called the Moses and Lena Pope Faculty Research and Enrichment Grant.

ii. Selection Committee – The Selection Committee should be composed of full-time Faculty Members who teach either full-time or part-time in the Division of Religious and Ministerial Studies. The Senior Vice President for Administrative Services and one other administrator should be members of the Committee. The President, with the recommendation of the Senior Vice President for Academic Affairs, should appoint the Selection Committee. In a given year, anyone who submits a proposal shall be excluded from the Committee. The President should be an ex-officio member.

iii. Purposes of the Grant(s) – The purpose of the annual grant is to encourage and stimulate significant and creative study, research, and writing in the field of Christian and religious studies.

iv. Amount of Grant(s)

- a) The donation establishing the grant amounted to approximately \$10,000.
- b) The College should have attempted to match this fund with an additional \$10,000 within five years through its fund-raising channels.
- c) The annual grant(s) should be drawn from the interest accruing from the principal in order that the grant may be self-perpetuating.
- d) Should no proposal be considered worthy of the grant in any specific year, the interest accruing from the principal should be added to the principal.

v. Eligibility – All full-time Faculty Members are eligible to receive the grant if their proposal fits into the spirit and purpose of the basic guidelines.

vi. Procedures

- a) Proposals must be submitted to the Selection Committee by February 15 each year. The recipient should be selected by Spring Break of the Second Semester of the school year. If no proposal is considered to be acceptable to the Selection Committee, no grant is to be made that year.
- b) If a project is considered worthy of support, it may be extended for one additional year, but no longer.

vii. Number of Grants – Though it is considered that the entire grant would usually be given to the individual with the most significant proposal, if the Selection Committee considers it advisable, the money available may be given to more than one applicant. In other words, there could be more than one annual grant that would be, in fact, expected with the growth, in time, of the principal.

- viii. Annual Reports – Inasmuch as the original donors have indicated a willingness to supplement this fund from time to time if they are satisfied with the response from this grant, annual reports should be sent to the three original donors of the fund. The Committee chair must draft a report to the President. This report should then be sent to the donors.
- ix. Dedication – This fund was dedicated in the College chapel in the 1974-75 school year and the donors were invited to participate in the ceremonies.
- x. Reports and Evaluation
 - a) The recipient of the grant must make a thorough written report of the use of this grant, the progress of the project and accomplishments at the conclusion of the time of study.
 - b) This report should be evaluated by the Selection Committee.
- xi. Limitations – This grant should not be used in pursuit of degree programs or for course development.
- xii. Power of Review – The original donors may review the utilization of the total of their donation(s) periodically (every three to five years) and request that the College re-designate the money they have donated for some other College project of their choosing if they consider the situation warrants this.

[*1975; with technical updates 1979, 1987, 1988, 1991]

- b. Committee Established Procedural Guidelines
 - i. Grant Proposals – Proposals should be submitted to the chair of the Selection Committee. The Committee suggests that the proposals be about one page and include (a) the specific nature of the project (the topic and how it is to be pursued—research, writing, attendance of seminars, etc.); (b) objectives of the project (papers, book, other written products, personal enrichment, etc.); (c) time to be spent (how long or the target date for completion); and (d) the projected budget. Grants should be awarded on the merits of the project as evidenced by the completeness of the project proposal and other appropriate considerations.

The deadline for the submission of proposals is February 15 of each year. The Committee decision should be announced by Spring break.

- ii. Fund Disbursement – Seventy percent of the Funds for the grant should be available at the beginning of the fiscal year of the grant (currently June 1). The remaining 30% of the funds should be disbursed upon the acceptance and approval of the final report by the Selection Committee.

The Committee may establish a more specific schedule for the release of funds.

- iii. Reports and Evaluation – The recipient must make a thorough written report, in appropriate formal style, at the conclusion of the study period. This would normally be near the beginning of fall semester after a summer project, or shortly after the conclusion of a project involving an extended time. The report must include the progress of the project and the recipient's accomplishments at the conclusion of the study.

The recipient must submit four copies of the report, accompanied by four final copies of any printed (or other) materials produced as a result of the study. (One copy for the Committee to be deposited in the College Library, and one copy for each of the donors of the grant fund to be sent to them with the annual report of the Committee.) In the case of printed materials, the copies may need to be submitted later, but the report must be submitted at the time stated above.

The Pope Memorial Grant should be identified as a funding source in any publications or reports resulting from the project.

[**5/13/76; revised 4/8/91; revised 7/92]