



Professional Development Awards

Invitation for Applications

Deadline: April 14, 2023

The Council of Independent Colleges (CIC) invites colleges and universities that are members of the Network for Vocation in Undergraduate Education (NetVUE) to apply for a Professional Development Award in the amount of \$6,000 to \$12,000 to support on-campus professional development activities for faculty and staff members to deepen the intellectual and theological exploration of vocation.

The Opportunity

Colleges and universities that are members of NetVUE are already committed to campus activities that encourage vocational exploration among their undergraduate students. Many NetVUE campus leaders have observed, however, that supplemental funding at even modest levels to support opportunities for the professional development of staff and faculty members would enable their institutions to strengthen vocational exploration programming for students. In an era of careful institutional budgeting, operating funds are not always available for such opportunities. NetVUE Professional Development Awards seek to address this need.

The Council of Independent Colleges is grateful to Lilly Endowment Inc. for its generous support of this program.

NetVUE Professional Development Awards may be requested in amounts ranging from \$6,000 to \$12,000 for use over one year for activities that enhance the knowledge, skills, capacity, and expertise of staff and faculty members in support of vocational exploration and discernment among their undergraduate students. Funds may be used for a range of purposes, but some expenses are ineligible for grant support; for details, please consult the Grant Budget Guidelines document on the NetVUE website.

Examples of programs that might be considered include (but are not limited to):

- Materials, speakers, and/or refreshments for gatherings of faculty and staff leaders who read and discuss key texts to expand vocational vocabulary and frameworks;
- A retreat for faculty members, student services staff, and/or senior administrators to consider more deeply the intellectual and theological resources that support the institution's mission and identity; or
- A series of workshops in which campus leaders learn about effective strategies for advising and mentoring students in vocational exploration and discernment.

Grants will be awarded based on proposals that explain (a) the professional development needs and the relationship of those needs to vocational exploration at their institution, (b) the purpose and plan of proposed activities, and (c) the ways this NetVUE-supported program would enhance the institution's capacity to support and sustain vocational exploration and discernment efforts after the grant period.

Special Initiative: Diversity and Inclusion in Vocation Programming

CIC will offer additional Professional Development Awards, at a higher level of funding, for projects that offer professional development that builds institutional capacity for creating more inclusive vocation-related programming that will reach a more diverse range of students. While all applicants for NetVUE grants are expected to encourage diverse participation and inclusive outcomes in grant-funded activities, some member institutions may wish to focus their work more intensively in this area. Professional Development Award proposals submitted under this special initiative have the same eligibility rules and application procedures as the general award, but funding may be requested up to \$15,000.

Statistical and anecdotal evidence suggests that students in various demographic and socio-cultural categories participate in vocational exploration and discernment programs at markedly different rates. Many NetVUE member institutions have sought opportunities to examine more closely the reasons for these differences and to encourage participation among students in underrepresented groups.

Eligible institutions with established vocational reflection programs are encouraged to apply through this special initiative if they seek to deepen their understanding of present patterns of student participation and to assure a broader reach for their vocation-related programming.

Institutions that apply under this special initiative are expected to have some level of vocation-related programming for students already in place. Proposals should specify current levels of participation, indicate the specific vocation-related needs of students that are participating at lower levels, describe any previous efforts to increase diversity among program participants, and explain how the proposed professional development activities will lead to more diverse student participation in these programs.

Eligibility and Funding Timeline

All NetVUE member colleges and universities are eligible to apply for funding, provided that they will not hold a NetVUE Vocation across the Academy Grant or Program Development Grant at the time of application, and that any previously held NetVUE Professional Development Award was concluded by June 30, 2020. In the first nine rounds of NetVUE Professional Development Awards, CIC awarded 183 grants to NetVUE member institutions. The application deadline is **April 14, 2023**. Decisions will be announced by June 15, 2023, with funds dispersed in July for use between July 1, 2023, and June 30, 2024. Spending must be completed by June 30, 2024.

Expectations of Grant Recipients

If awarded a NetVUE Professional Development Award, the institution will agree to:

- Submit final narrative and financial reports to CIC by August 30, 2024, which describe the outcome of the project and reflect on the effectiveness of the initiatives during the grant period;
- Permit the inclusion of information about its professional development initiative in CIC and NetVUE publications;
- Be willing to share—at future NetVUE Conferences, regional/topical gatherings, online events, and/or other venues—what the institution has learned through its grant-supported activities;
- Identify the funded activities as supported by the Council of Independent Colleges and Lilly Endowment Inc. in all project materials and publicity;
- Send a campus team headed by the president, chief academic officer, or another officer at the vice-presidential level to the 2024 NetVUE Conference; and
- Maintain membership in NetVUE through at least the 2024 calendar year.

Application Guidelines

Proposals should be submitted online as a single document and consist of the following components. Please use a 12-point font and standard 1-inch margins for legibility.

A Brief Public Description of the project (five sentences maximum), to be posted on the NetVUE website if the project is funded. This description should provide a concise account of the planned project that will be understandable to those who have not read the grant proposal. Examples may be found in the listings of previously awarded Professional Development Awards on the NetVUE website.

A Two- to Three-Page Narrative that provides sections that correspond to the following points:

- A description of professional development needs and their connection to the institution's vocational exploration efforts;
- A statement of project goals and objectives that can be referenced and assessed at the end of the grant period as a basis for evaluating project success;
- A description of proposed activities to be undertaken during the grant period, as well as proposed resources and materials to be used in this effort;
- A description of the institution's strategy for encouraging broad participation across demographic and socio-economic categories (not only in planned professional development opportunities, but also in any future programming for students that may arise from this work), and in particular, for building institutional capacity to promote participation among underrepresented, disadvantaged, or marginalized groups;
- If applying under the special initiative on Diversity and Inclusion, an account of (a) the current levels of participation in current vocation-related programming among various student demographic and socio-cultural groups; (b) the specific vocation-related needs among those groups of students that are participating at lower levels; (c) any previous efforts to increase diversity and inclusion within these programs; and (d) how the proposed professional development activities might lead to more diverse and equitable student participation in vocational exploration and discernment programs;
- A statement of how the institution will benefit from the professional development initiative after the grant period; and
- A statement of the institution's plans for sharing outcomes, lessons learned, and newfound expertise gained through grant activities at future NetVUE Conferences, regional/topical gatherings, online events, and/or other venues.

A One-Page Project Timeline

A One-Page Roster of Project Leaders that lists the names and contact information for (a) the principal project contact; (b) the senior (cabinet-level) administrator who will oversee the project; and (c) the individuals who will carry out the project, including a one-sentence description of each person's role. **Note:** Institutions that currently hold a NetVUE Grant for Reframing the Institutional Saga should clearly explain how staffing responsibilities and other resources are to be distributed in ways that would allow both projects to succeed.

A One-Page Budget that describes the main expense categories, including programmatic expenses, faculty and staff stipends or released time, honoraria for speakers, meals and travel for meetings, and costs of materials and supplies. The budget also should describe the institution's financial support of this project. **Please refer to the Grant Budget Guidelines document on the NetVUE website**, which includes answers to frequently asked questions and a sample budget.

A Letter of Support from the president or chief academic officer indicating the institution's support for this effort. The letter also should state the institution's commitment to send a campus team headed by the president, chief academic officer, or another officer at the vice-presidential level to the 2024 NetVUE Conference and to continue NetVUE membership at least through the 2025 calendar year.

Application Deadline

The application deadline is **April 14, 2023**. Proposals should be submitted electronically with supporting materials as a single document at www.cic.edu/NetVUEawards. Proposals must be submitted through this system in order to be considered.

Questions?

Questions about NetVUE Professional Development Awards (including the Diversity and Inclusion initiative) should be addressed to Carter Aikin, NetVUE grant director, at caikin@cic.edu or (217) 854-5619, or to David S. Cunningham, director of NetVUE, at dcunningham@cic.edu or (616) 632-1060.