

**Associate Dean's Office
Albany Quadrangle 201**

COHORT WRITING RETREAT GRANTS FOR JUNIOR FACULTY

Cohort Writing Retreat Grants are intended to support tenure-track junior faculty in advancing their scholarship and/or creative work. The grant program is designed to provide small groups of faculty with time, space and community away from campus where they can focus on specific research and writing objectives in the context of peer mentoring from their cohort.

The grants are awarded by the Dean's Office to support transportation and lodging costs up to \$1500 for a group of three or more faculty to hold a weekend writing retreat at a local destination during the spring semester. The retreat must be taken before May 15 and is expected to focus on accomplishing writing objectives identified by each member of the cohort.

Eligibility: All junior tenure-track faculty are eligible to apply for a Cohort Writing Retreat grant. Preference will be given to junior-only cohort applications, but cohorts that include one or more tenured faculty members may be considered.

Application Process: A group of 3 or more faculty members may apply for a Cohort Writing Retreat Grant for Spring 2018 by submitting the following items to Associate Dean Cameron by **January 22, 2019**:

- A short proposal for the retreat (1-2 pages maximum), which includes the names of the faculty in the proposed cohort, the location and dates for the retreat and a short description of the writing objectives for each member of the cohort.
- A budget for the retreat, including transportation and lodging expenses.

Quality of applications will be determined from the specificity of the proposed format and objectives for the retreat.

The incoming cohort of faculty (first-year tenure-track faculty) automatically receive funding for a retreat as part of their mentoring schedule. The funding is outside this grant program. Nevertheless, for administrative purposes, we ask the first-year cohort to use these guidelines and submit a cohort application in order to secure dates and to articulate goals.

Reporting Requirements: Cohorts awarded grants must submit to Associate Dean Cameron (ncameron@lclark.edu) within 30 days of their retreat a short report (1-2 pages max) describing how the outcome of the retreat compared to the proposed objectives and how the format of the retreat contributed to its success.

Administration of Funds: Faculty must use their [P-card](#) to charge transportation and lodging expenses; please work with Terri Banasek (banasek@lclark.edu) to submit receipts and complete the [Per Diem Travel & Entertainment Expense Report](#) within 60 days of the end of the retreat.