

**CRF Application Evaluation Factors—the factors below are considered by the Faculty Development Committee in its evaluation and review of CRF applications**

Quality of research

- importance of research
  - benefit to the profession
  - benefit to the applicant
  - benefit to the department
  - benefit to Calvin University
- clear methodology
- plan viability
- pedagogical impact (course or curriculum), enhance applicant's teaching and the teaching of others through dissemination
- address related FEN issues (if applicable)
- involve student participation (if applicable)

Preparedness of applicant

- relevant expertise, competence
- must have a record of solid scholarly achievement (or promise of it)
- must be related to previous work or there should be an explanation for how and why scholarly direction has changed and describe progress in becoming competent

Quality of proposal

- written for non-expert
- clear placement in the discipline
- clear and detailed work schedule/plan. Show steps and how they interrelate.
- justification of why the requested teaching reduction is appropriate for the proposed project

Eligibility

- only faculty on regular appointments are eligible
- normally not awarded more than three consecutive years
- junior faculty are favored
- may not be part of *normal* teaching responsibilities (e.g. course development)
- must report results of previous CRF online
- must be teaching two courses per CRF course relief
- endorsed by chair
- IRB research proposal must be submitted if applicable