

Faculty Writing Group Grant Program 2025-26 Proposal Form

Please complete the information below describing the composition and plans for your writing group. Please add additional pages as needed.

Submit your proposal electronically via email to facultyaffairs@vt.edu

Proposals will be assessed based on the following criteria:

- articulates clear goals;
- includes at least one group member who is post-tenure;
- includes faculty from multiple departments and/or colleges;
- considers how the group might serve as a collaborative support network; encourages advancement of faculty research and writing goals;
- shows promise for potential positive impact to the individuals, group and broader university community.

Proposal Submission Deadline: May 15, 2025

Convener

Faculty Member Name:

(this will be the main point of contact for the group)

Email Address:

Group Members

Faculty Member Name	Email Address (@vt.edu)

Have you received a Faculty Writing Group Grant from Faculty Affairs in the past?

Yes

No

If yes, please indicate the year(s):

Your Writing Group Goals

1. How do you hope your group will serve as a collaborative support network?

2. Please identify and explain two-four specific goals for your group.

One (or more) of your goals may relate to *what* your members plan to write and finish--final products such as publications, books, articles, grants, etc.

3. In addition, please identify at least one specific goal *other than products/finished work*. For instance, you might discuss some common issues that you want to address (gaining momentum on writing projects, co-authorship challenges), a shared topical interest, specific needs for mutual support, or anything else that's important to you.

Format and Group Expectations

4. Please develop preliminary plans for your group's format and expectations for membership and describe these plans by answering the following:

- a. How often will you meet?

- b. In person? Hybrid?

- c. What are the expectations for membership?

Brief Budget

5. How do you plan to use the funds

Examples include, but are not limited to:

- Professional development funding for group members to participate in activities related project goals.
- Reading materials.
- Food during group meetings
(Note: as these grants are funded with state funds, please refer to [VT's business meal policy](#) for guidance on when food would be allowable/appropriate).

(reminder: all expenditures must be in accordance with Virginia Tech policies and procedures)

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Questions? Please contact:

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