

# Faculty Development Funds and Competitive Grant Guidelines

## Eligibility

Tenured, Tenure-Track, Full-time Non-Tenure Track, Full-time Term, Senior Lecturer and SFS Faculty:

- \$3,000 faculty development funds to cover conference travel and research.
- May apply for an additional competitive grant of up to \$5,000.

Faculty with Endowed Chairs:

- Use Endowed Chair funds instead of Faculty Development Funds.
- May apply for an additional competitive grant of up to \$5,000 after endowed funds are spent.

Emeriti Faculty:

- May apply for a competitive grant of up to \$5,000.

## Faculty Development Funds (FDF):

### Guidelines

- No application required
- Funds must be expended between July 1 and June 30
- Use of funds is restricted to activities to promote professional development of the faculty member

### Examples of Covered Expenses

- Travel to support scholarly activities: attendance at conference and workshops; other travel expenses to support scholarship (meeting with co-authors, archival work, on-site research)\*
- Acquisition costs of books and other scholarly materials up to \$700 per year (subscriptions to materials, data acquisition and access to databases that are not suitable for library purchase)
- Membership dues to professional associations up to \$500 (limited to one year memberships)
- Charges associated with publication of scholarship (page charges, copy editing and indexing of manuscripts, journal submission fees, copyrights for articles and photos)
- Wages for student research assistants ([see student wage categories](#)) or other for-charge research workers

### Examples of non-reimbursable expenses

- Travel upgrades and protection/insurance
- Hotel upgrades
- Personal expenses (non-food items, between meal refreshments)
- Office supplies (modest costs for postage, office supplies, and copying are already provided for in Department budgets)
- Computer/computer equipment/personal technology

### Procedures for expense reimbursement

- Send invoices for payment, completed travel expense vouchers or reimbursement requests to Marcia Baker, Academic Affairs Office, within thirty days of when the expense occurred. Academic support assistants can also help with expenses using a college credit card.
- Original itemized receipts are required for all purchases and expense reimbursement.
- Travel expense caps: \$100/day for meals, no caps for airfare, lodging or rental cars.
- Foreign conversions to U.S. dollar amounts should be made at the bottom of the travel expense form after each foreign currency column is totaled or a statement showing the expense conversion should be submitted as supporting documentation.
- Personal mileage will be reimbursed by current IRS mileage rate.

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\* Please note that College policy allows one alcoholic drink per meal.

**After spending Faculty Development Funds, please be sure to include conference attendance and scholarship activities in your Faculty Activity Report. This information should be submitted by July 1.**

## **Competitive Grants (CG):**

*Application Deadline:* **December 1**

**\*If the deadline falls on a weekend, please submit on the next business day.**

*Application Form:* [Competitive Grant Application](#)

*Notification Date:* **December 31**

### **Guidelines**

- Awards are available up to a maximum of \$5,000.
- Grants must be expended by December 31 of the award year.
- Competitive Grants are intended to support scholarly projects and activities that, due to their timeliness or extraordinary scope, require funding above the level of FDFs. Applicants should explain the allocations of their FDF and CG funds.
- Successive annual competitive grants are possible for faculty who have a track record of producing scholarship of distinction, but should not be regularly expected.
- The committee may choose to fund Competitive Grants at lower than requested levels, based on their evaluation of each proposal's budget justification, evidence of recent scholarly progress, and the availability of funds.
- Use of funds is restricted to activities to promote professional development of the faculty member.

### **Examples of Covered Expenses:**

- Travel (air travel, ground travel, lodging, meals)
- Visa fees
- Conference registration
- Wages for student research assistants
- Archive fees
- Software not suitable for IT purchase
- Fees associated with bringing research to a finished product (indexing, submission fees, page fees, copyrights for articles and photos)

### **Examples of non-reimbursable expenses:**

- Travel upgrades and protection/insurance
- Hotel upgrades
- Personal expenses (non-food items, between meal refreshments)
- Office supplies (modest costs for postage, office supplies, and copying are already provided for in Department budgets)
- Computer/computer equipment/personal technology
- Membership dues for professional associations

### **Procedures for expense reimbursement**

- Send invoices for payment, completed travel expense vouchers or reimbursement requests to Marcia Baker, Academic Affairs Office, within thirty days of when the expense occurred. Academic support assistants can also help with expenses using a college credit card.
- Original itemized receipts are required for all purchases and expense reimbursement.
- Foreign conversions to U.S. dollar amounts should be made at the bottom of the travel expense form after each foreign currency column is totaled or a statement showing the expense conversion should be submitted as supporting documentation.
- Personal mileage will be reimbursed by current IRS mileage rate

- Funding caps on research meetings, conferences, and other travel:
  - Airfare: \$800 (domestic); \$1,800 (non-continental US)
  - Off-campus research living expenses: \$300/day for food/lodging

**After the Competitive Grant period, please be sure to include the outcome of your project(s) in your Faculty Activity Report. This information should be submitted by July 1.**