

# Faculty Development Funds and Competitive Grant Guidelines

## Eligibility

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

- \$2,000 Faculty Development Funds to cover conference travel and research.
- May apply for a Competitive Grant up to \$2,500.

Faculty with Endowed Chairs:

- Use Endowed Chair funds instead of Faculty Development Funds.
- May apply for a Competitive Grant up to \$2,500 after endowed funds are spent.

Term Faculty:

- Up to \$1,000 to attend a professional meeting/conference (covers registration, travel, lodging and meals).
- Up to \$500 for research expenses (see list of eligible expenses).

Emeriti Faculty:

- May apply for a Competitive Grant up to \$1,000.

## 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 faculty member.  
Eligible expenses include:
  - 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 \$500 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 \$300
  - Charges associated with publication of scholarship (page charges, copy editing and indexing of manuscripts, journal submission fees)
  - Wages for student research assistants or other for-charge research workers

### **John N. and Mary K. Shephard Faculty Travel and Study Fund**

Additional funding (up to \$500) for international airfare is available to faculty who attend a professional meeting or conference that enhances knowledge related to their area of teaching. Please submit a short statement explaining how attendance at the meeting relates to your area of teaching with your travel expense report.

### **Procedures for expense reimbursement**

- Send invoices for payment, completed travel expense vouchers or reimbursement requests to Marcia Baker, Office of Academic Affairs, 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: \$75/day for meals, no caps for airfare or lodging.
- Travel upgrades and protection/insurance are not allowed.
- 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 rate is \$.575/mile.
- If you plan to use an Enterprise vehicle, pick up a College insurance card from your academic support office.

**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 – Late applications will not be accepted**

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

*Notification Date:* **December 31**

#### **Guidelines**

- Awards are available up to a maximum of \$2,500.
- Grant funds must be expended between January 1 and December 31.
- Funds must be spent on the project and budget approved.
- Competitive Grants are intended to support scholarly projects and activities that, due to their timeliness or extraordinary scope, require funding above the level of Faculty Development 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. Eligible expenses include:
  - Travel to support scholarly activities (meeting with co-authors, archival work, on-site research, conference presentations)
  - Expendable materials and supplies used for research/scholarly project
  - Acquisition costs of scholarly materials (subscriptions to materials, data acquisition and access to databases that are not suitable for library purchase)
  - Wages of student research assistants or other for-charge research workers

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- 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 rate is \$.575/mile.
- If you plan to use an Enterprise vehicle, pick up a College insurance card from your academic support office.
- Funding caps on research meetings, conferences, and other travel:
  - Airfare: \$600 (domestic); \$1,500 (non-continental US)
  - Off-campus research living expenses: \$200/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.**

**Examples of Covered Expenses for Faculty Development Funds and Competitive Grants:**

- Travel (air travel, ground travel, lodging, meals)
- Visa fees
- Conference registration
- Professional memberships up to \$300
- Wages for student research assistants
- Archive fees
- Books up to \$500 not suitable for Library purchase
- Software not suitable for ITS purchase but supported by ITS. Submit the central software review form to initiate the review process: ([https://grinnell.co1.qualtrics.com/jfe/form/SV\\_5BGKZ54zdIOEI9P](https://grinnell.co1.qualtrics.com/jfe/form/SV_5BGKZ54zdIOEI9P))
- Fees associated with bringing research to a finished product (indexing, submission fees, page fees, copyrights for photos)

**Examples of non-reimbursable expenses for Faculty Development Funds and Competitive Grants:**

- 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 provided by department budgets)
- Computer/computer equipment/personal technology
- Software not supported by ITS
- Editors/personal editors