Faculty Development Funds and Competitive Grant Guidelines

Note: These guidelines, particularly funding amounts, are modified in response to the Covid-19 pandemic for the Academic Year 2020-21.

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:
  o 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)
  o 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)
  o Membership dues to professional associations up to $300
  o Charges associated with publication of scholarship (page charges, copy editing and indexing of manuscripts, journal submission fees)
  o 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.

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

Expenditures and Reimbursement

IMPORTANT:
Faculty Development Fund purchases and travel must be completed by June 30 ending the academic year. Reimbursement requests should be submitted within 30 days of travel/expense. Competitive Grant purchases and travel must be completed by December 31 of the calendar year of the award. Reimbursement requests should be submitted within 30 days of travel/expense.

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 with FDF (but not CG)
- 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; requests must be made through the Central Software Request Form
- 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 are not allowed
- 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
- Software not supported by ITS
- Editors/personal editors
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 expenses with Faculty Development Funds: limit of $75/day for meals; no caps for airfare or lodging.
- Funding caps on research meetings, conferences, and other travel with Competitive Grants:
  - Airfare: $600 (domestic); $1,500 (non-continental US)
  - Off-campus research living expenses: $200/day total for food/lodging
- 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 and Competitive Grants, please be sure to include conference attendance and other scholarship activities in your Faculty Activity Report. This information should be submitted by July 1.