



Excerpted from Faculty Development Policy Memo Fall 06

B. Presentation/Conference Grants

Grant Guidelines:

The Faculty Professional Development Presentation/Conference Grants, offered in fall, winter, and spring, are provided to encourage faculty to attend conferences where they have been invited to participate as a keynote speaker or panel member or to present a paper or poster of their research, scholarship, or creative activity. The maximum grant is \$500.00. This award may be added to the Professional Support funds allocated for each full-time faculty member by the Provost's Office. All *full-time faculty* (Librarians excluded) are eligible to apply either by October 1, January 15, or April 15.

An application must be accompanied by conference presentation documents which confirm acceptance of a paper/poster for presentation, or an invitation to be a conference speaker.

Applications must contain the following information:

1. Name of conference that applicant wishes to attend including when and where;
2. Purpose of attendance (presentation of paper or poster; invitation to serve as conference keynote speaker or panel member);
3. Impact of attendance on professional development of applicant;
4. Impact of research, scholarship, or creative activity on the discipline. (How will practice in the discipline be changed by applicant's research/scholarship?);
5. Acceptance of material for publication including, journal and date of expected publication.
6. Intent to submit for publication, including journal(s)
7. Budget, including contribution from department, school, and/or applicant's Faculty Professional Support Funds.
8. Attachment: invitation from the conference as speaker or acceptance of paper or poster.

The Faculty Professional Development Committee serves as the selection committee and forwards its recommendations to the Provost for final award decisions. The Provost will notify faculty in writing regarding approval or disapproval, and announce the awardees in the Provost e-mail.

Presentation/Conference grants are competitive. Consideration of competitive proposals may include prioritization as follows:

1. Faculty member is scheduled for a tenure or promotion review within the next year;
2. Faculty member has never applied;
3. Faculty member has previously applied but has been denied;
4. Faculty member has this research/scholarship accepted for publication.

Deadlines:

Deadlines to apply for Presentation/Conference Grants: October 1 for summer and fall, January 15 for winter, or April 15 for spring to submit the application form to the Provost's Office. See *Faculty Handbook Appendix H3*, or [http://intranet/Forms/Academic Affairs Faculty Professional Development Grants](http://intranet/Forms/AcademicAffairsFacultyProfessionalDevelopmentGrants).

Reimbursement: Receipts must be submitted by May 31 along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms>).

- The expense must be incurred in the same fiscal year and the “goods” must be received in the same fiscal year as the grant reimbursement.
- The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year's grant.

Report on use of Presentation/Conference Grant funds must be submitted with reimbursement no later than May 31 on *Faculty Handbook Appendix H4* or <http://intranet/Forms>.

**APPENDIX H3
PRESENTATION/CONFERENCE FUNDS APPLICATION**



**Faculty Development
Presentation/Conference Grant
Application**

Name _____

Phone _____ e-mail _____

Conference _____

Conference dates _____

Registration fee _____ Travel expenses _____

Title of Paper/Poster Presentation _____

(Attach acceptance of paper/poster from conference organizing committee)

OR

Title of Panel Presentation _____

Amount of funding requested (maximum award is \$500) _____

Have you been awarded this grant before? _____ If so, when? _____

What is the date of your next PREC review? _____

Other funding sources:

Department _____ School _____ Professional Support Funds _____

Funding will be used to reimburse conference and travel expenses. (These funds must be applied for in accordance with the Faculty Development Fund Guidelines.)

The Dean's signature indicates approval for absence to attend the conference

Dean, Signature

Date

Attach:

- the grant proposal narrative including all areas requested in the application guidelines. (The overall quality of the proposal is a part of the selection criteria.)
- the invitation to be keynote speaker or panelist from conference organizing committee.

Submit 6 copies of application and attachments to: Provost's Office by October 1, January 15, or April 15.

<p><i>For use by Provost's Office:</i> Date Received _____</p> <p><input type="checkbox"/> <u>Granted</u>: copy returned to Faculty for submission by May 31 with H4 form, H5 form, and receipts.</p> <p><input type="checkbox"/> <u>Denied</u>: Inappropriate request – does not follow guidelines.</p> <p><input type="checkbox"/> <u>Follow-up</u>: Clarification requested</p>
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CFR 2.8

Granted by: _____	Amount: \$ _____
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