



## **Ranked Adjunct Faculty Professional Development Presentation/Conference Grants**

Ranked Adjunct Faculty Professional Development Presentation/Conference Grants are provided by the Provost's Office to assist ranked adjunct faculty members defray expenses related to their roles as educators and scholars and to support them in their tasks of teaching, research, and creative work. These grants are competitive and available only to ranked adjunct faculty.

### **Ranked Adjunct Presentation/Conference Grant Guidelines**

The Ranked Adjunct Faculty Professional Development Presentation/Conference Grants are provided to encourage ranked adjunct 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 Presentation/Conference grant is \$500.00. Only *ranked adjunct faculty* are eligible to apply. See *Appendices H6 and H7*.

**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 and or school;
8. Attachment: invitation from the conference to serve 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.

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

1. Faculty member has never applied;
2. Faculty member has previously applied but has been denied;
3. Faculty member has had this research/scholarship accepted for publication.

CFR 2.8

**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 H6, or <http://intranet/Forms>/Academic Affairs Faculty Development Grants.***

***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 no later than May 31*** on *Faculty Handbook Appendix H7* or <http://intranet/Forms> along with Disbursement form.

APPLICATION FOR RANKED ADJUNCT PRESENTATION/CONFERENCE FUNDS



Faculty Development
Ranked Adjunct Presentation/Conference Grant
Application

Name \_\_\_\_\_

Rank \_\_\_\_\_ Department \_\_\_\_\_

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) \_\_\_\_\_

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 Oct. 1, Jan. 15, or April 15.

For use by Provost's Office: Date Received \_\_\_\_\_
[ ] Granted, copy returned to Faculty for submission by May 31 with H7 form, H5 form, and receipts.
[ ] Denied
Granted by: \_\_\_\_\_

**APPENDIX H7**  
**RANKED ADJUNCT PRESENTATION/CONFERENCE FUNDS REQUEST AND**  
**GRANT REPORT**

**This form is to be used to request reimbursement and submit final report for a Ranked Adjunct Faculty Development Presentation/Conference Grant.** Only faculty who have been awarded this competitive grant are eligible for reimbursement of travel/conference expenses under this program.

*This form must be submitted to the Provost's Office by May 31 to ensure reimbursement. If the conference is after May 31 and receipts are not available prior, this approved form must be submitted along with the Disbursement Request Form, Appendix H5, prior to June 30.*

Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

Conference Title: \_\_\_\_\_

Date of Conference: \_\_\_\_\_ Location of Conference \_\_\_\_\_

Presentation  Poster

Title of Presentation/Poster: \_\_\_\_\_

Attendance at Request of Conference: Keynote Speaker  Panelist  Other

If other, explain: \_\_\_\_\_

Funding request (maximum \$500.): \_\_\_\_\_

Registration fee: \_\_\_\_\_

Lodging: \_\_\_\_\_

Travel expenses: \_\_\_\_\_

Meals: \_\_\_\_\_

*This form also constitutes your final grant report, and funding is contingent on its completion.*

Please respond to the following:

Describe how attendance/presentation at this conference has contributed to your professional development.

\_\_\_\_\_  
\_\_\_\_\_

If you have attended as a keynote speaker or panelist, indicate your area of expertise and how this activity contributes to your professional development.

\_\_\_\_\_  
\_\_\_\_\_

Describe how your research, scholarship, or creative activity will change practice of your discipline.

\_\_\_\_\_  
\_\_\_\_\_

Indicate if this work has been accepted or has been submitted for publication. Please include journal and date of publication for accepted articles, or journals to which the article has or will be submitted.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Chair's or Dean's Signature**

\_\_\_\_\_  
**Date**

Submit to Provost's Office by **May 31** for payment.

*For use by VPAA Office:*

Date Received \_\_\_\_\_ Request is approved as following guidelines for use of funds:  Yes

Approved, copied to Faculty, sent to Business Services for payment. Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Follow-up:  Clarification requested \_\_\_\_\_

Denied:  Inappropriate request -does not follow guidelines



**Departmental Request for Disbursement**

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Call ext. \_\_\_\_\_ when ready

\_\_\_\_\_ Mail per instructions

\_\_\_\_\_ Pick up at Business Services

Payable to: \_\_\_\_\_ TAX ID# \_\_\_\_\_ on file

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Explanation: (Must be completed. Attach invoices, receipts, or other appropriate documentation.)

Receipts attached. \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_  
Faculty Signature

Department: Provost-VPAA

Signature: \_\_\_\_\_

Program & Object Code: 1494-8275

Authorized by: Kenneth Porada

Attach approved form by **May 31**:

\_\_\_\_\_ *Request for Professional Support Funds H1*

\_\_\_\_\_ *Request for Books/CDs/Video Purchase H2*

\_\_\_\_\_ *Request for Presentation/Conference Funds H4*

\_\_\_\_\_ *Request for Ranked Adjunct Presentation/Conference Funds H7*