



## Excerpted from Faculty Development Policy Memo Fall 06

### A. Professional Support Grants

#### **Grant Guidelines:**

Professional Support grant money is provided to help full-time faculty members and librarians defray expenses related to their roles as educators and scholars. These funds are designed to support faculty members in their tasks of teaching, research, and creative work. All ***active full-time faculty members and librarians*** are eligible for \$500.00 in developmental money this fiscal year (July 1, 2006-June 30, 2007).

1. The monies can be used for the following:
  - a) attendance at meetings of learned societies or professional organizations
  - b) membership dues for the learned societies or professional organizations
  - c) research projects
  - d) research materials
  - e) other professional development opportunities
  - f) musical scores, audio recordings, discipline specific software (not provided by school or department) required for course preparation or professional development
  - g) books, music CDs, video recordings required for course preparation or professional development with an authorized *Faculty Development Book/Video Purchase Form H2*.

#### *Guidelines for Books/Scores/Videos/Audio/Software:*

Purchase of books and/or videos for course preparation or professional development will be reimbursed **ONLY** if the Library feels the materials do not meet the criteria for the library collection. If it meets the Library collection criteria, the Library will immediately purchase the text/video and process it as soon as it arrives from the publisher, at which time the faculty member will be notified and may check it out. Book requests must be submitted to the Collections and Acquisition Librarian for determination of suitability for purchase by the Library. A copy of the signed form will be sent back to the faculty member as notification of purchase/non-purchase by the Library. If the requested material is not suitable for the Library to purchase, the faculty member may purchase it and be reimbursed for the cost from the Faculty Professional Development Funds.

2. Funds may NOT be used to purchase office furniture, office supplies, regalia, regalia rental, or computer hardware.

#### **Approval, Reimbursement, and Reporting Deadlines:**

***Approval for Professional Support:*** **April 15** file a **written statement for approval** on the use of funds to the Provost's Office. For Professional Support Grants see *Faculty Handbook Appendix H1* or [http://intranet/Forms/Academic Affairs Faculty Professional Development Grants](http://intranet/Forms/Academic%20Affairs%20Faculty%20Professional%20Development%20Grants).

***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.

CFR 2.8

- 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.

**APPENDIX H1**  
**REQUEST FOR PROFESSIONAL SUPPORT FUNDS**

**Request for Professional Support Funds**

This form is to be used to request funds for a Professional Support Grant. All active full-time faculty and librarians at Dominican University are eligible to apply for reimbursement of activities that contribute to their professional development. *This form must be submitted to the VPAA Office prior to April 15 to request funding. This form, receipts, and a Disbursement Request Form must be submitted to the VPAA Office by May 31 for reimbursement.*

Name \_\_\_\_\_ Estimated funding request (maximum \$500.): \_\_\_\_\_

Indicate how the money will be used:

**1) Attendance at meetings** of learned societies or professional organizations:

Date: \_\_\_\_\_ Conference title: \_\_\_\_\_  
Location: \_\_\_\_\_ Registration fee: \_\_\_\_\_ Travel Expenses: \_\_\_\_\_

**2) Membership dues** for learned societies or professional organizations:

Organization name: \_\_\_\_\_  
Membership period: \_\_\_\_\_ Dues total: \_\_\_\_\_

**3) Research/scholarship/creative projects:**

Describe the activity and how it will contribute to your professional development.

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

**4) Professional development opportunities, continuing education, doctoral tuition:**

Describe the activity and how it will contribute to your professional development.

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

**5) Course preparation materials and musical scores, audio recordings, or software**

Specify how these materials contribute to your professional development.

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

**6) Course preparation materials including books, music CDs, and video recordings**

Attach the *Professional Support Book/Music CDs/Video Purchase Form* (Appendix H3 *Faculty Handbook*) and specify how these materials contribute to your professional development.

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

Submit to Office of Academic Affairs by **April 15 for approval.**

Submit to Office of Academic Affairs by **May 31 for payment.**

*For use by VPAA Office:*

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

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

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

Approved, copy returned to Faculty for submission by May 31 with Disbursement Request form and receipts.

Follow-up:  Clarification requested

Denied:  Inappropriate request -does not follow guidelines  Received after April 15, returned to faculty

**APPENDIX H2**  
**REQUEST FOR BOOKS/MUSIC CDS/VIDEO PURCHASE**



**Professional Support:  
Books/Musical CDs/Video Recordings Purchase Form**

Purchase of books and/or videos for course preparation or professional development will be reimbursed ONLY if the Library feels the materials do not meet the criteria for the library collection. If it meets the Library collection criteria, the Library will immediately purchase the text/music CDs/video and process it as soon as it arrives from the publisher, at which time the faculty member will be notified and may check it out. These requests must be submitted, on the Professional Support Book/Video Purchase Form, to the Collections and Acquisition Librarian for determination of suitability for purchase by the Library. A copy of the signed form will be sent back to the faculty member as notification of purchase/non-purchase by the Library. If the requested material is not suitable for the Library to purchase, the faculty member may purchase it and be reimbursed for the cost from the Professional Support Funds.

**Name:** \_\_\_\_\_  
**Department:** \_\_\_\_\_

	<b>Check one or both:</b>					
<b>Material would support:</b>	<b>Teaching (List Class/es)</b>	<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>				
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	<b>Research/Creative Work (List Project/s)</b>	<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>				
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**Title/s and Author/s** \_\_\_\_\_  
**Publisher** \_\_\_\_\_  
**Year** \_\_\_\_\_  
**ISBN** \_\_\_\_\_

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**Publisher** \_\_\_\_\_  
**Year** \_\_\_\_\_  
**ISBN** \_\_\_\_\_

<b>Library will purchase:</b>	<input type="checkbox"/>
<b>Library will not purchase:</b>	<input type="checkbox"/>

**Signature of Collections & Acquisitions Librarian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPENDIX H5  
DISBURSEMENT REQUEST FORM FOR FACULTY DEVELOPMENT GRANT



**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

Attached: Approved form:

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

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

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