

Professional Development Grants

CALL FOR PROPOSALS

These grants will provide funding for projects and activities contributing to the evolution of the individual faculty member. This program provides grants up to a maximum of \$2,000 for developing the professional competencies needed to enhance your productivity and effectiveness as a scholar and teacher. Faculty may request funds for training materials and/or participation in workshops on teaching, student learning, writing for publication, faculty mentoring, course design, etc.

Application:

- All full-time University faculty members holding academic rank, excluding those currently holding administrative appointments above the level of department head, are eligible to apply.
- Application forms are available through the Center for Faculty Excellence and also on the Center's web site. Please hand-deliver one original and three copies to the Center for Faculty Excellence, Tinsley Annex, Room 6 by **4:30 p.m. on April 9**. Absolutely no proposal will be accepted after the deadline.
- Authors must adhere to anonymity when writing proposals.
- No duplicate applications.
- Only one submission per faculty member.
- These grants are for teaching initiatives.
- To be eligible for this funding, application cannot be eligible for support through Travel grants.

Awards:

- Proposals are limited to \$2,000.
- Training materials, travel for training, online seminars, workshops, professional services and items that deal specifically with enhancing your professional competencies may be funded. Travel for presentations will **not** be considered.
- Funds **may not** be used for release time, overload pay, certifications, or faculty stipends.
- Awards reflect monies from the upcoming fiscal year and depend on next year's budget. If awarded, funds will be available after July 1.

Conditions for Awards:

- Each recipient agrees to submit a brief written report describing the success of the project to the Center for Faculty Excellence by the end of the fiscal year, June 30.
- Each recipient agrees to present the results of the funded activity at the Center's Faculty Conference on Teaching, Research, and Creativity held in the spring.
- Failure to meet award conditions will result in termination of any new grant that has been awarded.
- Recipient acts as the budget unit head and is responsible for spending in accordance with State procedures and keeping expenditures within the approved budget. However, the approval of the Director of the Center for Faculty Excellence is necessary for budget adjustments, Travel Expense Accounts and requests for reimbursements.

ID # _____

Professional Development Grants Cover Page

Principal Investigator: _____

Department: _____

SLU Box # _____ Phone Ext. _____

Project Title: _____

Have you adhered to anonymity in your proposal? _____

Is funding for this project being provided by any other source? _____

If so, please list: _____

Total amount requested from the Center _____

(Awards may be reduced once new fiscal year budget figures are released.)

Principal Investigator's Signature

(Your signature indicates that, if funded, you will not exceed budget expenditures.)

By signing below, you indicate your support of this project as well as your commitment to provide matching funds as indicated on the budget page.

Signature(s) of Approval: _____
(Department Head) Date

NOTE: All funds related to this grant must be expended/encumbered by April 15.

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Application

Please follow this format and respond to all items, providing corresponding headers. Application must not exceed **three** pages - excluding cover page and Budget Form.

- I. Title of project and total amount requested from the Center for Faculty Excellence
- II. **Overview – 40%**. Provide a detailed rationale of the relevance of this project as it relates to the criteria for a Professional Development grant, that is, how will this project contribute to your evolution as an individual faculty member? Summarize the project and identify the expected outcome(s).
- III. **Impact – 30%**. How will this project change or enhance the professional competencies needed as a scholar and teacher for
 - A. You personally? Please address what you expect to learn and/or skills you expect to develop.
 - B. Colleagues in your department and/or other faculty at Southeastern? Describe any plans to “share” new or enhanced skills with others.
- IV. **Assessment – 20%**. How will the effectiveness of your project be assessed? Outline goals and associated measurement.
- V. **Budget – 10%**. Detailed summary and justification of all budget requests, including any matching funds. You must also complete the Budget Form provided in the grant application. **If support is requested for travel, you must provide complete details of proposed travel – dates, location, and purpose. Only travel in direct support of the accomplishment of the grant’s stated goals should be included. Travel for presentations will not be considered.**

