## **COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES**

## **EASTERN KENTUCKY UNIVERSITY**

### FACULTY DEVELOPMENT GRANT PROPOSALS

### GUIDELINES & APPLICATION

## **DUE DATE October 1 (fall awards) or February 1 (spring awards)**

## These guidelines are designed to assist faculty members of the College of Letters, Arts, and Social Sciences in the submission of proposals for Faculty Development Grants.

### Review Committee

#### The Research and Faculty Development Committee shall be responsible for reviewing applications for Faculty Development Grants administered by the College of Letters, Arts, and Social Sciences.

#### The composition of the Committee and the procedures for the selection of its members are outlined in the Guidelines for the Research and Faculty Development Committee.

#### A Committee member shall recuse himself or herself when his or her application for a Faculty Development Grant, or that of his or her immediate family member, is being evaluated.

### Application Process

### All full-time tenured and tenure-track faculty in the College of Letters, Arts, and Social Sciences are eligible to apply for Faculty Development Grants.

### Subject to the availability of funds, awards will normally be made twice each academic year, once in the fall semester and once in the spring semester.

### Proposals may be submitted at any time but to ensure consideration for fall awards, proposals must be submitted by October 1. To ensure consideration for spring awards, proposals must be submitted by February 1.

### Faculty Development Grant proposals must be submitted electronically using the application form (class\_faculty\_dev\_grant\_application.doc) located on the College website (class.eku.edu). For an application to be considered, all information required in the application form must be provided. Documentation of the presentation/exhibition should be included (e.g., letter of acceptance for a presentation, copy of the appropriate section of the official program or exhibit catalog, and call for applications/registrations for training workshops showing the topics to be covered, venue, and dates). For meetings where the call for proposals is published late in the fall semester or early in the spring semester, it is possible that faculty may not receive the acceptance letter by February 1. Since spring awards are made soon after the February 1 deadline, such an application may be considered if the applicant provides a copy of the submitted abstract with a brief statement that he or she is unable to provide proof of acceptance as of yet and that he or she shall provide it as soon as he or she gets it. Funds shall not be disbursed before the documentation is received in the Dean’s office.

### Proposals must be routed through the Department Chair to the Dean’s office.

#### It is expected that proposals will be reviewed and supported by the faculty member’s department. Proposals not supported by the faculty member’s home department may still be considered, depending on the circumstances.

#### Proposals must state the purpose, estimated costs, and dates for the requested funding.

#### Faculty development grant funds must be used in the fiscal year (July 1 to June 30) in which the award is made. Requests for reimbursements should be submitted as soon as the activity is completed. If the request is submitted more than sixty (60) days after the date the activity is completed, the faculty member will not receive reimbursement.

#### Faculty members with activities occurring after July 1 but before awards are made for the new fiscal year may apply for faculty development grants retroactively in the fall semester.

#### Faculty development grant funds can be used to reimburse departments for funds spent on approved activities completed prior to the grant application date

#### In normal circumstances, each faculty member may receive only one Faculty Development Grant per year.

#### The amount of the awards will vary depending on factors such as funds available, the number of proposals received, and the type of faculty development activity undertaken.

### Priority for Use of Funds

# While there is no definitive list of priorities for the use of College development funds, the Committee usually follows the general priorities below. These priorities are not all-inclusive, nor does the Committee believe they should be, but the list does indicate that the probability of funding for some types of proposals is greater than for others.

## Presentation of scholarly/creative work at professional conferences/exhibitions

## Participation in workshops, short courses, or off-campus classes

## Activities that involve the scholarly/creative interaction of faculty members and students within the University or with other universities and schools

## Attendance at professional conferences, seminars, or other venues of scholarly/creative activity

## Additional activities that may be justified as supporting faculty development

### Changes in Guidelines

### Proposed changes in the guidelines may be submitted to the Associate Dean by a Department Chair or by a College faculty member.

### Proposed changes in the guidelines must be approved by the Research and Faculty Development Committee prior to the beginning of the academic year in which they are to take effect.

**FACULTY DEVELOPMENT GRANTS APPLICATION FORM**

**COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES**

**EASTERN KENTUCKY UNIVERSITY**

**Note: SUBMIT APPLICATION ELECTRONICALLY TO ASSOC. DEAN’S OFFICE**

[megan.estes@eku.edu](mailto:megan.estes@eku.edu) (Word or PDF)

## **DUE DATE October 1 (fall awards) or February 1 (spring awards)**

Faculty Development Grants are designed to provide financial assistance for significant faculty development opportunities. While preference will be given to supporting presentations at professional conferences and exhibitions of creative works at exhibits, consideration will be given to a variety of professional development activities. In each case, the expectation is that a proposal will be reviewed and supported by the faculty member’s home department. Documentation of the presentation/exhibition should be included (e.g. letter of acceptance for a presentation, copy of appropriate section of the official program or exhibit catalog, and call for applications/registrations for training workshops showing the topics to be covered, venue, and dates). Before submitting an application faculty should review the *guidelines for submission of faculty development grant proposals* posted on the college’s website.

*To be completed by the applicant*

**Name**

**Department**

**Application Date**

**Presenting (Yes/No)**

**Date of Trip**

**Total Cost of Trip**

**Specific Amount Requested**

*To be completed by the department chair*

**Amount Funded by Faculty Professional Development (FPD) Funds; if none, explain why.**

**Amount Funded by Department; if none, explain why.**

**Chair’s Comments**

**Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Description of the Project:** |

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| **Significance of the Project for Professional Development** |

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| **Budget For the Project:** |