

## **COMPETITIVE FACULTY PROFESSIONAL DEVELOPMENT FUND CALL FOR PROPOSALS**

Tenured and tenure-track faculty members, 3-year visitors, and academic affairs staff with faculty rank may apply for competitive professional development funds for scholarly and academic projects. These funds may be used for any legitimate professional development expense including domestic and international research travel, books and supplies, subvention fees (subject to the Book Subvention Award Policy), journal publication costs, projects leading to permanent and/or public documentation of creative works in the Fine Arts, and other research related expenses. Funding designated for supplies may be limited due to budget constraints. The funds are subject to change due to budget adjustments. Please note that the Awards Committee's preference is to use these funds as seed money for lengthy and/or expensive research projects. The Awards Committee urges faculty to seek external funding for such ongoing projects, and will give funding priority to projects that do so. In the case of international research travel, the Awards Committee requires clear and specific justification and serves notice that it is unlikely to fund recurring trips without compelling justification and evidence that faculty have been efficient in the use of such travel. Continuing projects of three years or more will require evidence of application for outside funding to continue to receive consideration by the Awards Committee. In most instances, international and domestic research travel will only be funded for a maximum of two weeks, and no competitive funding will be available to faculty for the summer adjacent to a sabbatical. Faculty with Brown Chairs/Endowed Chairs are not eligible to apply for these funds.

Please submit a Competitive Faculty Professional Development Google Form, a project narrative of no more than two single-spaced pages, and a detailed, itemized budget justification of no more than one page. Please also submit a current CV and the Outcome Chart. The project narrative and budget should address these items, in this order, and be accessible to those outside your field:

### **Project Narrative**

- Project title with name and contact information for project participants
- Professional development plan
  - Describe your plans for professional development for the next five years in terms of goals, objectives and outcomes (one paragraph, emphasizing anticipated scholarly activity and/or achievements, and thus providing context for the current project)
  - If you have previously received funding for this project within the past five years, describe that funding and specify the faculty professional development outcomes (scholarly activities and/or achievements) carried out with that funding. If scholarly activities and/or achievements have not resulted, please explain why
  - Describe all other faculty professional development funding you have received in the past five years and specify the faculty professional development outcomes (scholarly activities and/or achievements) carried out with that funding
- Project description
  - Significance of the project
  - Clear overview of project activities
  - Brief, reasonable project timeline
  - Result, product, or outcomes of the project and their significance (explain how the project will lead to presentations, performances, and/or publications and how these outcomes fit into broader professional development plans for the coming years, as outlined above)

### **Itemized Budget Including:**

- Faculty travel (list all hotel and airline costs). Food is limited to \$25/day. Hotel is limited to \$125/day.
- Faculty research expenses
- Subvention costs (with supporting documentation)
- Other expenses
- Expenses must be fully explained in the budget justification and, if necessary, in the project narrative. For participant costs, please justify both the rate and number of participants. In most cases, the following guidelines apply
  - For online data collection:
    - Cover the cost for minimum wage per minutes plus online collection fees
    - If there is a justification for why certain sampling procedures are required, can fund up to \$5 per participant
  - For in-person data collection:
    - Reward up to \$5 per participant for student samples (up to 2 hours of time) for a max of 100 participants
    - Reward up to \$10 per community sample (up to 2 hours of time) for a max of 100 participants
    - Funding for gift cards is capped at \$300

Funding participants at rates high than those outlined above requires (1) compelling justification and (2) prior approval from the Dean of the Faculty.

- If other funding, internal or external, applies to this project, specify how those funds will be used.

Laptops, tablets, cell phones and similar electronic devices may not be purchased with these funds. Requests for these items should be submitted to the Dean of the Faculty's Office for consideration of funding through the academic equipment budget.

**Please note that the Awards Committee will not consider incomplete or late applications.**

The deadline for proposals is **Friday, 31 January 2020 at 5 pm**. Funds will be available the day after Commencement. Project work must be completed before April 30, 2021. Please submit proposals via email to Barbara Jean (jeanb@southwestern.edu) and direct any questions to the Dean of the Faculty.

\*Approved by Faculty Affairs Council 11/22/13, 1/25/13, 9/27/13, 4/21/14 and Faculty Steering Committee 1/16/15.