Faculty Development Stipends

The purpose of the Faculty Development Stipend is to provide financial assistance to faculty to participate in development activities that directly enhances the individual's research and/or teaching. Funds can be used to support conference attendance, equipment purchases, or other resources related to research, teaching, and assessment. *Those eligible for funding are full-time faculty, full-time lecturers, academic advisors, and academic department chairs, with priority given to faculty.* The amounts available for faculty development stipends are as follows:

- o Attending a conference: Maximum-$l,500.00
- o Presenting at a conference: Maximum-$3,000.00
- o Equipment/supplies: Maximum-$5,000.00

Faculty Development Stipends cannot be used to reimburse for expenditures prior to an award being made. Therefore, you are encouraged to apply well before funding is required.

Eligible Expenditures

The Faculty Development Stipend can be used to support conference attendance, equipment purchases, or other resources related to research, teaching, and assessment. The following are examples of expenditures that can be covered by a Faculty Development Stipend;

- o Registration, airfare or mileage to the event, and lodging expenses to conferences, workshops, trainings. Meals and incidental expenses are to be covered by the individual.
- o Research and teaching materials (books, assessment tools, digital resources)
- o Supplies and materials for artistic work (visual and performing arts)
- o Laboratory research supplies, instruments, consumables, and analytical services
- o Equipment not easily obtained from other campus sources, such as computer software and hardware, digital supplies, etc.
- o Publication costs such as editing, graphics, transcription, and reproduction

Application Process

All applicants are required to complete the application cover page, create a one-page document that addresses a description of the request, an itemized budget, and if traveling, a Travel Authorization to be signed by the Director of the CTRE.

The Travel Authorization must be received by the Director of the CTRE as follows:

- o In-state travel: two (2) weeks prior to travel
- o Out-of-state travel: thirty (30) business days prior to travel
- o International travel: forty-five (45) business days prior to travel

The Faculty Development Stipend applications are due by 5:00 P.M. on July 1, September 1, December 15, and February 15. Applications and supporting documentation should be delivered to the CTRE in the Library, Room 318 or via email in PDF format to ctre@csu.edu.

Late applications may be considered during the next review process.

Please note that expenses not originally included as part of the application or overages in cost of travel or conference expense will not be reimbursed by the CTRE.

Review Process

Members of the Center for Teaching and Research Excellence staff will review and evaluate applications using the following criteria:

- Submission of all required documentation by the deadline
- Scholarly merit of the proposed activity
- The value of the proposed activity for the scholarly and professional development of the applicant
- The likely impact on meeting DAC or program/department initiatives
- The likely impact on furthering the mission, vision, core values, or strategic plan of the Department, College, or University
- The quality and thoroughness of the proposal

Preference is given to those presenting their research, items to support tenure-tracked faculty members teaching and research efforts, and those who have not recently received an award from the CTRE. Awardees will be notified by the Director of funds awarded.

Requirements of Faculty Development Stipend Recipients
Recipients must meet with the Office Administrator or Director of the CTRE to review the necessary paperwork. If the necessary paperwork is not received by the deadlines as stated in this description, the money will be reallocated to other individuals or move to the next review process.

All receipts (including prepaid items) from travel, including boarding passes and hotel receipts, must be submitted within seven (7) business days after the completion of travel.
If receipts are delayed, this may impact the amount reimbursed or eligibility for future awards.

All recipients are required to submit a follow-up report detailing the activity performed and the impact on the university community (such as documented changes in student learning and the curricula). This report is due within thirty (30) days of the completion of the activity or the purchase of items or services. Failure to submit the report will result in ineligibility for future awards. In addition, recipients will be asked to share with the campus community how his/her research and/or teaching has been enhanced by the use of these funds through a CTRE sponsored event or the annual Provost's Colloquium.

Appeal Process
Applicants not receiving a Faculty Development Stipend may submit an appeal in writing to the Director. If the applicant is not satisfied with the decision of the Director, they may submit an appeal in writing to the CTRE-Advisory Board. If an applicant is not satisfied with the decision of the CTRE-Advisory Board, a written appeal may be submitted to the Dean of Library and Instruction Services. Decision of the Dean of Library and Instruction Services is final.

Open Access Publishing Fund

The Chicago State University Center for Teaching and Research Excellence Open Access Publishing Fund seeks to advance the use of open access as a means of distributing the research and creative work of the Chicago State University community by providing financial support to cover the fees charged for open access publication. To learn more about this funding opportunity, refer to the CTRE website's Grants page under "Open Access Publishing Fund."

Further Information
All grant applicants – whether first-time or otherwise – are encouraged to contact the CTRE Director and/or Administrative Assistant with questions or requests for additional information on the grant application process.

Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE and/or the CTRE Administrative Assistant.

CTRE Faculty Development Stipend Application Cover Page

General Information:

Name: _____

Please Check One:

Full-time Faculty ☐ Full-time Lecturer ☐ Academic Advisor ☐ Department Chair ☐

Terminal Contract: Yes ☐ No ☐ Contract Expiration Date: _____

Department: _____ Office: _____

Email:_____ Phone: _____

CSU ID#: _____

Department Account # (for transfer of funds): _____

Have you been awarded a Faculty Development Stipend in the past? _ Yes _No

If so, in what year was your most recent award from the CTRE? _____

Proposal Information:

Title of Activity/Proposal:_____

Total Funds requested in proposal (Please note limits in RFP): $_____ USD

Proposal Document:
Attach a one-page document that addresses the following information.
- o Describe why you are requesting funds and how they will be used. Include in the Description how the funding will enrich your teaching and/or research efforts at Chicago State University.
- o Describe the conference/workshop/etc. you wish to attend and/or are presenting your work or original research. (Attach a copy of the conference agenda and your paper or presentation if applicable.)
- o Attach a completed Travel Authorization for signature by the Director of the CTRE (if applicable).
- o Provide a breakdown of the proposed expenses. Clearly identify what items are being requested through the stipend and which, if any, are going to be paid by the applicant or other sources. You may also attach supporting documents as needed (e.g. evidence of presentation/acceptance of paper or presentation, specification sheets for equipment, quotes for services, etc.)

Signatures:

_____	_____
Signature of Applicant Date	Signature of Applicant Date

_____	_____
Signature of Department Chair Date	Signature of Dean Date
(for acceptance of funds)	

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Revised 16 January 2014