

Faculty Development Grant

The purpose of the Faculty Development Grant 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 presentation, equipment purchases, or other resources related to research, teaching, and assessment.

Eligibility

Only tenured, tenure-track faculty and full-time lecturers are eligible to apply for this grant.

Eligible Expenditures

The Faculty Development Grant 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 Grant:

- 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)
- Research and teaching materials (books, assessment tools, digital resources)
- Supplies and materials for artistic work (visual and performing arts)
- Laboratory research supplies, instruments, consumables, and analytical services
- Hardware or software not obtainable from Department, College or IT
- 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, submit an itemized budget and supporting documents (such as quotes for transportation, hotel, service or equipment, acceptance letter, etc.) and if traveling, a Travel Authorization with all the signatures

Travel Authorizations must be received by the Director of the CTRE as per the following schedule:

- In-state travel: two (2) weeks prior to travel
- Out-of-state travel: thirty (30) business days prior to travel

- International travel: forty-five (45) business days prior to travel

All applications must be submitted as a PDF to ctre@csu.edu. Incomplete applications missing any of the requirements listed above will not be considered for review.

Review Process

The CTRE will review *Faculty Development Grant* for completeness. Completed applications will then be sent to the CTRE Advisory Board to evaluate and rank. Applications will be evaluated on 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 overall 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 Grant Recipients

Once awarded, grant recipients must finalize the submission of all necessary paperwork and 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 in a CTRE sponsored event such as Provost's Colloquium through a poster session or other manner of presentation.

Appeals Process

Applicants whose Faculty Development Grant applications were not accepted or denied may submit an appeal in writing to the Director for further consideration. If the applicant is not satisfied with the decision of the Director, they may submit an appeal in writing to the CTRE-Advisory Board.

CTRE Grant Training

All grant applicants are required to review CTRE Grant Application Tutorial on Moodle to understand the grant process. Consult the CTRE website at www.csu.edu/ctre/grants for information on these training sessions. *Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE.* All Travel must follow university policies and guidelines.

CTRE Faculty Development Grant Application Cover Page

General Information:

Name: _____

Please Check One:

Tenured Faculty ____ Tenure-track Faculty____ Full-time Lecturer ____

Department: _____ Office: _____

Email: _____ Phone: _____

CSU ID#: _____

Department Account # (for transfer of funds): _____

I acknowledge that I reviewed the CTRE Grant Application tutorial: __Yes __No

Have you been awarded a Faculty Development Grant in the past? _ Yes __No

If yes, 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:

- 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
- Describe the conference/workshop/etc., if you are presenting your work or original work, or attending.

Attach a completed Travel Authorization for signature by the Director of the CTRE, if applicable.

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.

Please attach supporting documents (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)