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 and full-time Lecturers.*

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:

- 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
- Equipment not easily obtained from other campus sources, such as computer software and hardware, digital supplies, etc.
- 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:

- 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

The Faculty Development Stipend applications are due by 5:00 P.M. on February 10 and September 10. Applications and supporting documentation should submitted to CTRE@csu.edu. Please insert ‘CTRE Grant’ in the subject line.

**Review Process**

CTRE will review Faculty Development Stipend Grant for completeness. The applications will then be sent to the CTRE Advisory Board to evaluate and rank the application received. The proposal 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 application.
- 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.

**CTRE Grant Training**

All grant applicants must attend a CTRE Grant Training Workshop (whether first-time applicant or not) prior to submitting an application. Any application received without the applicant attending the training will be denied. Consult the CTRE website at [www.csu.edu/ctre/](http://www.csu.edu/ctre/) for information on times, dates, and locations of these training sessions. *Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE.*

*Due to Covid-19, there are restrictions on travel. Faculty are encouraged to apply for funding to participate in virtual conferences.*
CTRE Faculty Development Stipend Application Cover Page

General Information:

Name: ____________________________________________________________

Please Check One:

Full-time Faculty ☐ ☐ Full-time Lecturer

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.

- 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. 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.)
- 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. 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)  __________________________________________

The Faculty Development Stipend applications are due by 5:00 P.M. September 10, February 10. All documentation must be received by the deadlines listed. Submit application to the CTRE as a PDF to ctre@csu.edu