FACULTY DEVELOPMENT GRANT APPLICATION FORM

Important Guidelines and Application

The Cameron University Faculty Development Grant has been established to support faculty members in acquiring new pedagogical techniques/information in their field or in learning a discipline not primary to their field.

1. **Eligibility**: Faculty

2. **Funding Criteria**: Support faculty in acquiring new pedagogical techniques/information in your field or in learning a discipline not primary to your field.

3. **Proposal Evaluation:** Primary consideration will be given to proposals that assist faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field, especially those that facilitate synchronous and/or asynchronous distance education, emphasize cross-disciplinary activities, significantly impact courses which are in place, and address needs identified by assessment activities. Proposals must meet one of the following criteria:

   a. Assists faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field, especially those that facilitate synchronous and/or asynchronous distance education
   b. Significantly impacts courses which are in place or in development
   c. Addresses needs identified by assessment activities
   d. Addresses Faculty Development and Training needs identified within the current Cameron University 5-Year Strategic Plan
   e. Emphasizes cross-disciplinary activities

4. **General Application Procedures**: The applicant will submit a formal application by completing ALL sections of the grant application form to the Office of Academic Affairs through the Department Chair and the Dean/Director. The proposal will be reviewed by the Cameron University Faculty Development Committee. Based on the recommendation of the committee, the VPAA serves as the final approving authority. Approval is subject to funding available.

5. **Project Description**: Cameron University Innovative Instructional grants require a formal written proposal request. Complete each section of the grant application described below.

   (1) Brief Summary of the project. The description should contain sufficient detailed information to show the relevance of the expenditure of the money to the improved instruction. (What is to be gained?)
   (2) Describe new pedagogical techniques/information in your field to be acquired or discipline not primary to field that will be learnt. Describe courses that will be impacted and how.
   (3) Applicable dates (Attach schedule of events if available).
   (4) A discussion of the benefits to be received, and by whom. Include how you will disseminate information learned to others on campus or in the community.
   (5) An estimated budget statement with justifications including amount requested and itemized project expenditures. Attach any supporting materials available.

   NOTE: Food expenses and membership fees cannot be paid from E&G funds.
   Please consult with the Business Office about purchases allowed.

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6. **Format Requirements**: All information should be provided on the application form using 12 pt font. Handwritten applications will not be accepted.

7. **Applications Submission**: The typed Faculty Development Grant Application Form should be attached to the formal written proposal and submitted to the Office of Academic Affairs through your Chair and Dean/Director.

8. **Grant Money Expenses:** If awarded, grant money must be spent within the fiscal year. Grant monies do not roll over into the next fiscal year.

9. **Final Project Report:** A final project report must be submitted to the Office of Academic Affairs by June 30 of the year that you received your funding. **Failure to spend the funds and/or submit a final grant report will compromise your eligibility for future funding.**

10. **Support**: For further information, contact the Office of Academic Affairs.

Note:
Please read the guidelines very carefully.

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Cover Page

Please provide the following information about your request for funding. Answers should be complete, detailed, and specifically address the criteria for funding. Attach a formal proposal to this cover page before submission. Please see the Important Guidelines and Application information above.

Applicant Information	
Applicant Name:	
Department:	
School:	

Prior Funding
Did you receive a faculty development grant in the last two years?
☐ Yes / ☐ No
If yes, did the funding lead to an external grant submission, publication, or other form of scholarly publication?
☐ Yes / ☐ No
If yes, how was the funding used? (100 words or less):

Title

Summary of Project (250 words or less)

Pedagogical Techniques to be Acquired

Applicable Dates of Travel and Conference Dates

Discussion of Benefits

Budget

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Criteria for Funding

Please check all that apply:

☐ Assists faculty or groups of faculty (and ultimately students) in acquiring new pedagogical techniques/information or in learning a discipline not primary to their field, especially those that facilitate synchronous and/or asynchronous distance education

☐ Significantly impacts courses which are in place

☐ Addresses needs identified by assessment activities

☐ Addresses Faculty Development and Training needs identified within the current Cameron University 5-Year Strategic Plan

☐ Emphasizes cross-disciplinary activities

Project Timeline

Funds allocated from this internal grant will be spent by (please check one): ☐ Fall ☐ Spring ☐ Summer

*Please note that all projects should be completed and purchases and reimbursement requests submitted by **June 15** of the academic year for which funding was received.*

Statement of Agreement

I understand that I must submit to standard University forms and purchasing procedures. I further understand that a written report must be submitted to the Office of Academic Affairs summarizing the proposed project by June 30 of the academic year for which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____   Date: _____

Required Signatures

_____   ☐ Approved   ☐ Disapproved
Department Chair   Date

_____   ☐ Approved   ☐ Disapproved
Dean   Date

_____   ☐ Approved   ☐ Disapproved
Committee Chair   Date

_____   ☐ Approved   ☐ Disapproved
VPAA   Date

For Office of Academic Affairs Use Only
Submitted Annual Report
☐ Yes / ☐ No

[*Form Updated 8/2021*]