**Provost’s Faculty Development Award**

The Provost’s Faculty Development Award is available to assist faculty with activities that will enhance teaching, research and service in support of the university’s mission, core values and vision. Examples include such activities as travel to professional meetings for presentation of scholarly activity (no round-table or similar activity will be funded); participation in workshops to enhance knowledge and skills for teaching or scholarship; support of publishable scholarship which may not be grant eligible; publication costs; learning outcomes assessment projects, i-book/e-book development; integration of technology into instructional activities; and other professional endeavors. All tenured or tenure-track faculty members are eligible to apply. Full-time instructors also may apply if position is not temporary.

* Grant awards are limited to a maximum of $2500. Most will average $1500.
* Requests for funding of activities completed prior to proposal submission will not be considered.
* A final report with an itemized list of expenditures is required after project completion.
* Recipients are expected to share the outcomes of the funded project with the campus community through documented departmental, college, university or classroom presentation.
* Only one submission per application period is permitted. Applicants receiving funding during the fall application period may not reapply for the spring funding period.

**Faculty Development Application Process**

Application forms are available on the AAR website. Please be sure that all required information is provided. Include an exact budget for each request.

**Timeline For Fall 2014 Application**

October 6, 2014 Completed application due to Office of the Provost

October 31, 2014 Notification of approval status

**Timeline for Spring 2015 Application**

January 12, 2015 Completed application due to Office of the Provost

January 31, 2015 Notification of approval status

**Funds will NOT be provided for the following:**

* Faculty salaries or reassigned time
* Support of graduate students receiving fellowships or assistantships

**Funds must be expended by June 30, 2015.**

**Provost’s Faculty Development Award**

**Application**

The Provost’s Scholarship Award Faculty Seed-Grant Program supports faculty initiatives for conducting pilot studies to help apply for major grants. Proposals must include completed title page with all required signatures and a project description, plan and timeline, and budget according to the following format. **Narrative with budget should not exceed four pages.**

**Proposals should include:**

**1. Application cover page (provided).**

**2. Project Description stating each of the following:**

* Focus of project
* Objectives and anticipated outcomes of the project
* How this project relates to the funding priorities, such as impact on the students, university, and/or community

**3. Implementation Plan and Timeline**

* List activities required to accomplish objectives
* Identify individual(s) responsible

**4. Budget:**

* List exact amounts required for each category of expense
* Provide a budget justification that accompanies the itemized list of project expenses. List should explain the costs so that a reviewer can see how the expenditure relates to accomplishing project objectives.

**5. Letter(s) of Support:**

* If the proposed project includes the cooperation of an organization or department outside the applicant’s department, provide a letter of support from a representative indicating willingness to participate in the project.

**Application Cover Page**

**Provost’s Faculty Development Award**

**Application Deadlines:**

**Fall - October 6, 2014 Spring – January 12, 2015**

|  |  |  |
| --- | --- | --- |
| **Name:** | | |
| **College:** | **Department:** | |
| **Application Date:** | | |
| **Title of Project:** | | |
| **Brief Description of Project:** | | |
| **Total Budget Requested:** | | |
| **Approvals** | | |
| **Department Chair/Direct Supervisor** | | **Date:** |
| **Dean** | | **Date:** |