
**FACULTY DEVELOPMENT
FUNDS**

FACULTY DEVELOPMENT GRANTS

- B. The evaluation committee is seated from September 1 through August 31, with the expectation that members would serve for one full year, but never less than six (6) months. Committee members who refuse to serve for at least six months should be considered ineligible for an award for at least one full year.
- C. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on a committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to the said proposal. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

COVER SHEET FOR FACULTY DEVELOPMENT GRANT PROPOSAL

Application Round: Round I--July 1 December 31 [] Round II--January 1 June 30 []

Please submit completed form as top page of grant proposal through your Dean/Director to the Office of Academic Affairs. If you have any questions, call 786-1462.

Name(s) _____ Department _____

_____ Telephone _____

Rank _____ School/College _____

E-mail _____ Bipartite/Tripartite: _____

Title of Project

Funding Level Required	Faculty Member No. 1	Faculty Member No. 2	Faculty Member No. 3
Salary (1605)			
Benefits (1970)			
Total Personal Services (1000)			
Travel			

OUTLINE AND RATING SHEET FOR FACULTY DEVELOPMENT FUND PROPOSALS

In order to provide for the fair and equitable selection of the most meritorious professional development grants for support, the University of Alaska Anchorage has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.

Minimum Requirements:

- Cover sheet with abstract of no more than 100 words

RESEARCH TRAVEL GRANTS

Research Travel Grants

The Faculty Research Travel Grants exist to provide funding to faculty to pay a portion of travel costs related to the presentation of research and/or creative activities (Category 1) or the acquisition or processing of data or developing proposals for research and/or creative activities (Category 2). Category 1 proposals are awarded to all faculty who meet the criteria to receive funds in a given round, while Category 2 proposals are reviewed and ranked by the Grants and Leaves Committee. Faculty Research Travel Grants can only be used to pay for travel expenses, not for per diem or lodging.

Eligibility and Fund Limitations

- A. All research travel proposals must be submitted by a full-time faculty member, although a faculty member may request funds for travel of a student or research assistant. All student research travel must be shown to clearly support the research effort of the

under this program may *not* receive travel money from Faculty Development Funds to meet the goals of the same proposal.

Evaluation Committee

- A. The Faculty Grants and Leave Committee shall be the evaluation committee for Research Travel Grants.
- B. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on the committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to said proposal.
- C. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

Application and Funding Process

- A. Applications should be submitted to the Office of Academic Affairs.
- B. 1. The research travel funds for each category are to be distributed in two time intervals as shown below.

Round I: July 1-December 31.

Deadline dates for submission of proposals will be **March 15**.
Announcements will be made by April 15.

Round II: January 1-June 30.

Deadline dates for submission of proposals will be **October 15**.
Announcements will be made by November 15.

- 2. Funds not awarded during Round I shall carry over to Round II. Funds not awarded by April 15 may be transferred

to other faculty development accounts by the Provost.

- 3. If by a three-fourths majority the Awards Committee feels that the split between categories or rounds should be changed, it shall have the authority to do so without further review by the Faculty Senate. Such a change requires an affirmative vote of three-fourths of the committee, not three-fourths of those present at a meeting.
- C. Retroactive Category 1 Funding
 - 1. Faculty members who did not apply for Category 1 travel funding during either Round may apply for retroactive funding. Any funds available at the end of Round II (June) may be used to fund these retroactive applications.
 - 2. Faculty may apply for retroactive travel funds provided the travel occurred during the fiscal year in which application is made AND provided the intention to apply retroactively for funding is conveyed to the Faculty Services office in writing.
 - 3. Applications for retroactive travel funds must be submitted to the Office of Academic Affairs no later than June 1st for determination of whether there is retroactive funding available. Applicants will be notified after June 15th about the status of retroactive funds. Applications should include receipts for airfare and ground transportation.
- D. Successful applicants are required to submit a report on the results of their travel within three months of the end of the round in which travel was funded. For those presenting a paper, the report shall include a copy of the paper presented and an estimate of the audience size.
- E. If an applica Category 1 Research Travel is funded and the applicant does not present the paper or the paper is not accepted, the funds may not be used.
- F. Application Formats
 - 1. Category 1 (use cover sheet)
 - a. Name, rank, department, and school or college.
 - b. Identification of the meeting which is to be attended (or which was attended), including date and location.

- c. Confirmation that the applicant did or will present a paper at or actively participate in workshops, symposia, colloquia, etc., for the presentation of research and/or creative activities. A program from the meeting or a letter from the meeting organizers may be considered adequate confirmation.
 - d. Detailed cost estimate of the transportation (i.e., airfare, ground transportation) expenses involved for the meeting.
2. Category 2 (use cover sheet):
- a. Name, rank, department, and school or college.
 - b. Identification of the research and/or creative activity to be conducted, proposal to be prepared or funds to be solicited.
 - c. If applicable, confirmation from colleagues with whom the research and/or creative activity is to be conducted.
 - d. Duration of the proposed research and/or creative activity.
 - e. Detailed cost estimate of the transportation expenses involved for the meeting.

