**Colorado Mesa University**

**Faculty Professional Development Fund**

**Call for Proposals**

Faculty members are invited to submit proposals for financial support from the **2016 - 17 Faculty Professional Development Fund,** established for projects facilitating the scholarly and creative development of faculty members. For purposes of this fund, faculty professional development is defined as any activity that supports the continued growth of a faculty member as a teacher, scholar, and/or contributor to the University community and ultimately benefits Colorado Mesa students.

All full-time faculty members, including those with an Instructor appointment, are eligible to submit a proposal. Proposals for funding may include, but are not limited to any (or any combination) of the following: travel associated with conferences and/or research; travel abroad programs; materials (software/hardware, equipment, art supplies, etc.); or fees associated with seminars/workshops. It also may be used to support new teaching materials and methods, or faculty activities developing new skills and expertise consistent with the University's teaching mission. Funding is not available to defray the costs of pursuing additional educational degrees. All expenses must be in support of faculty activities only and not those of students who may be involved in the project. The maximum amount of an individual award is $3,000. Unfunded proposals submitted for the previous review will be reconsidered if the proposal is resubmitted.

A committee will be established to review all applications and recommend awards to the Vice President for Academic Affairs. The total fund is $70,000 for Academic Year 2016 - 2017, and this will be the only funding cycle for the academic year. **The deadline for submissions is close of business on Friday August 26** and must be submitted electronically to [fpdf@coloradomesa.edu](mailto:fpdf@coloradomesa.edu). The committee will review the applications and recommend awards to the Vice President for Academic Affairs and the President.

**Proposal Format**

Proposals are limited to five pages and must be submitted on the attached form that addresses the following:

1) Name of applicant, academic program, and contact information

2) Amount requested

3) Description of project

4) How this project will facilitate the applicant’s professional development in their professional discipline as well as how the activity specifically benefits Colorado Mesa students. A statement that a faculty member’s participation in an activity puts the University’s name in front of an audience does not sufficiently address this criterion.

5) Itemized budget. Proposals should include all funding sources that support the proposed activity (e.g., department travel funds; external funding). If you are NOT using your department travel funds to help offset costs of this project, please provide additional information on when and what you are using your department travel funds.

**Reimbursement Requirements**

Funds must be spent by no later than August 1, 2017. Faculty members receiving an award should submit receipts for reimbursement as soon as possible after completion of the funded activity. Per CMU travel regulations, receipts for reimbursement that are submitted/processed 90 or more days after travel are paid as taxable income. No reimbursement will be processed by the Office of Academic Affairs without prior approval, and expenditures must be consistent with the funding proposal. Unused funds cannot be transferred to a different project.

**Post-Award Report**

Faculty members receiving an award must submit a brief summary of activities completed using professional development funds to the Office of Academic Affairs. The report should not exceed two pages and should describe how the applicant’s professional development goals were met and how the activity had an impact on the applicant’s teaching and student learning. A copy of presented papers, meeting program pages, and/or other documentation should be appended. Reports are submitted electronically to Erin Rooks ([erooks@coloradomesa.edu](mailto:erooks@coloradomesa.edu)) following the award year. Faculty members who do not submit a final report will not be eligible for future support from this fund.

**COLORADO MESA UNIVESITY**

**FACULTY PROFESSIONAL DEVELOPMENT FUND (FPDF) PROPOSAL**

**ACADEMIC YEAR 2016 - 2017**

1. **Submitted by**  Name:

Department:

Faculty Appointment Type (e.g., Tenure-track,

Tenured, Instructor, or Technical Instructor):

Phone:

Email:

If multiple faculty members are involved in this project, please list their name(s) and appointment type below:

1. **Amount Requested** (not to exceed $3,000 per proposal): $
2. **Project Dates** (indicate beginning and end dates):
3. **Project Location** (if a conference, indicate city, state, country):
4. **Project Type** (check all that apply):

Teaching  Research  Creative Activities  Artistic Performance

Conference (presenting)  Conference (facilitating)  Conference (attending)

Outreach  Professional Certification

1. **Description of Project**: In your own words, provide details of the proposed activity. Projects requesting travel funds should include travel destination and dates. Note that proposals for already-completed travel will not be funded. For projects requesting funds for conferences, please note that cutting and pasting conference materials is not considered a sufficient response for this question.
2. **Benefits to Faculty Member’s Professional Development**: In your own words, describe how your participation will contribute directly to the enhancement of you as a faculty member in your discipline as well as the benefits to Colorado Mesa University students. Clearly specify the area(s) of knowledge, skill(s) and ability/abilities that will be enhanced by implementation of the proposal. A statement that a faculty member’s participation in an activity puts the University’s name in front of an audience does not sufficiently address the criterion.
3. **Budget Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Funds Requested from FPDF** | **Funds Requested from Department** | **Funds Requested from Other Source(s)** | **Total Project Budget** |
| **Travel:** |  |  |  |  |
| Airfare |  |  |  |  |
| Lodging |  |  |  |  |
| Meals |  |  |  |  |
| Ground Transportation/  Mileage |  |  |  |  |
| Conference/Meeting  Registration Costs |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Subtotal Travel**: |  |  |  |  |
|  |  |  |  |  |
| **Non-Travel:** |  |  |  |  |
| Supplies |  |  |  |  |
| Equipment |  |  |  |  |
| Computer/IT Equipment |  |  |  |  |
| Software |  |  |  |  |
| Other (please specify): |  |  |  |  |
|  |  |  |  |  |
| **Total Project Budget** |  |  |  |  |

1. Please provide a detail budget justification. Include rationale for how you estimated proposed costs (e.g., airfare based on Travelocity search, lodging based on rate of $150 per night for 4 nights, etc.). Be advised that all expenses must be in support of faculty activities only and not those of students who may be involved in the project.
2. If you are requesting funds for supplies and/or equipment, including IT equipment, have you checked with your academic department head regarding this request? Are these items already available in your department (for example, some departments have digital cameras that faculty members can use and checkout) or available from another source?
3. Please provide additional information on when and what you will be using your department travel funds for if you are NOT using department travel funds to help offset costs of this project.