

Faculty Development Grant Application AY2017-2018

Colorado State University – Pueblo

Deadline: Deliver to Department Chair by 4pm Friday, November 3, 2017 (then to Dean, then Provost) (Note: a second round call is not possible this fiscal year)

Last Name:			
First Name:			
Rank or Title (years at CSU-Pueblo):			(__ years)
Status: (Circle):	Tenured	Tenure-Track	Other Full-Time Other Part-Time:
Amount Requested (not to exceed \$1000, and not to exceed 75% of budgeted amount):			
Funds will be spent by (date):			

Instructions for Applicant

1. Attach a grant proposal narrative of at most 1 page, standard margins, 12 point font.
 - a. Include specifics on any conference(s), presentations, destinations, supplies, software, and dates connected with your proposed activities. Proposals that include travel that occurred this summer (but began after July 1, 2017) may be considered. The duration of this grant will be July 1, 2017 to June 30, 2018.
 - b. Use one paragraph to explain the importance of the proposed event or activity to your professional development and contributions. Begin this paragraph with the heading "IMPORTANCE:"
 - c. Use a second paragraph to explain how the university will benefit from funding this activity. Begin this paragraph with the heading "UNIVERSITY BENEFIT:"
 - d. State whether or not you have received any funding from your department or college/school for faculty development so far this fiscal year. Begin this statement with "OTHER FACULTY DEVELOPMENT FUNDING:"
2. Fill out this two-page form – this page and the following one-page budget sheet with justifications. Justification is especially required for line items that are significantly above reasonably economical travel and accommodation choices. Page costs will generally not be funded, nor building repairs.
3. Attach a 2-page abbreviated vita. **Use the format provided (the biosketch).**
4. Submit to your Department Chair by **Friday, November 3, 2017 at 4pm.**

Applicants who violate these instructions may be eliminated from consideration.

Instructions for Department Chairs

1. Review the submitted material for each applicant in your department
2. Complete the appropriate Chair's summary for each applicant and attach to the front of each application.
3. **Submit all applications to your Dean by Monday, November 13, 2017 at 4pm.**

Instructions for Deans

1. Review the submitted material for each applicant in your department
2. Complete the appropriate Dean's summary for each applicant and attach to the front of each application.
3. **Submit all applications to the Provost's Office by Tuesday, November 21, 2017 at 4pm.**

Faculty Development Grant Proposal Budget

Name of Applicant _____

1. Conference Fees	
2. Airfare	
3. Ground Transportation	
4. Lodging	
5. Food	
6. Supplies(justify below)	
7. Other (justify below)	
8.	
9.	
10.	
11.	
TOTAL	

Important

- As in the past, at most \$1000 is available for any individual faculty member in any academic year.
- As in the past, this is a matching grant: at most 75% of the budgeted amount above can be funded by Faculty Development Grants (with the remainder up to the faculty member, department, and college/school/unit).
- Student stipends or student travel will not be allowed for these faculty development grants.

Justifications (required for items 6.-11. and any of 1.-5. that are atypically high.)