**TO**: Western Carolina University Faculty

**FROM**: Professional Development Committee

**DATE**: August 22, 2016

**SUBJECT**: Professional Development Grants for 2016-2017

The Professional Development Committee has established the following criteria and review schedule for 2016-2017. Applications are due October 1st for the Fall round of evaluations, February 1st for the Spring round of evaluations and April 1st for the final round of evaluations. Any new April applications should be for travel for Summer before the July 1st change of fiscal year.

These funds are to support professional development, including but not limited to conferences, workshops, training seminars. There are 2 categories of faculty eligible for Professional Development Grant consideration:

* Faculty who are not tenured, tenure-track, or phased retirement faculty who are looking for funds to support professional development or conference presentations.
* Tenured, tenure-track, and phased retirement faculty who are looking for funds to support professional development where the faculty are not presenting. Professional development activities that are eligible for Chancellor’s Travel Fund will not be considered.
  + Faculty can find more information about the Chancellor’s Travel Fund at: http://www.wcu.edu/learn/office-of-the-provost/resources-for-faculty-and-staff/faculty-support-and-development.asp

**The maximum award will be $1000. Each applicant is limited to one award per academic year. The professional development grant committee will generally only fund one individual per event.**

To request travel funds, please complete the Prior Approval Travel Request form including signatures with the Professional Development Grant Application Form submission.

All travel fund requests must follow WCU travel guidelines which can be found here: <http://www.wcu.edu/discover/campus-services-and-operations/controllers-office/travel/index.asp>.

Incomplete applications will not be reviewed.

Submission Guidelines/Limitations:

1. Completed Professional Development Grant Application
2. Completed and signed Prior Approval Travel Request Worksheet (if travel is involved)
3. Limitations:
   * Maximum award per applicant is $1000
   * Professional Development Grant funds will reimburse at the standard lodging rate as noted in the WCU travel guidelines.
   * An applicant may only be funded once per academic year
   * Only one faculty member may be funded per event

Applicant: Click here to enter text.

eMail: Click here to enter text.

Phone: Click here to enter text.

Faculty Position:  Lecturer  Fixed-term Contract  Tenure Track

Tenured  Phased Retirement  Emeritus

Applications for Professional Development Grants must not be eligible for the Chancellor’s Travel Funds. (<http://www.wcu.edu/learn/office-of-the-provost/resources-for-faculty-and-staff/faculty-support-and-development.asp>)

Is this application eligible for the Chancellor’s Travel Funds? Yes  No

Have you received another Professional Development Grant award this academic year?

Yes  No

**If you answered “Yes” to either of these questions, you are not eligible for a Professional Development Grant.**

Department:       Office Building, Room, Office #:

Professional Development Grant Proposal Title:

Activity/Event Title:

Host Organization:       Meeting Location:

Travel Dates: BEGIN: Click here to enter a date. END: Click here to enter a date.

Department Head Signature:

Dean Signature:

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| **I. Description of specific activities to be undertaken:** (Box will expand as needed)  Click here to enter text. |
| **II. Specific statements detailing how the proposed activity will contribute to your professional development:** (Box will expand as needed)  Click here to enter text. |
| **III. Specific statements detailing how the proposed activity supports the mission of your department/discipline, college, and/or the university:** (Box will expand as needed)  Click here to enter text. |
| **IV. If presenting, attach copy of acceptance:** (provide electronic copy of acceptance letter, email notification, or page in program where presentation is listed, if appropriate). You may copy and paste into the text box, insert a scanned image or screenshot into the image box, or otherwise attach/append acceptance notification to this application.  Click here to enter text.  Or here to paste/insert image or screenshot, be sure the image is readable: |
| **V. Budget Information:** Provide a bulleted list of all expenses. If travel is involved make sure to include the Prior Approval Travel Request form.  Click here to enter text. PDG Travel Funds Requested $Total other Funding $ Other funding details: Click here to enter text. |

The maximum annual award is $1000 per applicant. Complete the appropriate forms including signatures, then scan the forms and supporting documents (save the file as *applicant lastname*-*activityname*.pdf) and email to Annette Parris (aparris@wcu.edu).