COMPETITIVE PROFESSIONAL DEVELOPMENT GUIDELINES

Tenured and tenure-track faculty members, full-time coaches, librarians and academic affairs staff with faculty rank may apply for competitive professional development funds. These funds may be used for any legitimate professional development expense including faculty stipends (up to $2,000), domestic and international travel, conference and workshop fees, research expenses, subvention fees, professional association memberships, sabbatical expenses, etc.

Last year awards for reimbursement was $116,000 in professional development expenses. The awards averaged $3,501 and the faculty stipends averaged $1,794. The funds are subject to change year to year due to budget adjustments.

Please submit an internal grants cover sheet, a project narrative of no more than two single-spaced pages, and a budget with justification of no more than one page. A project narrative is required for research and creative projects, but is not required for simple requests for conference attendance, professional memberships, etc. (See *Internal Grants Guidelines* and *Internal Grants cover sheet*.) The project narrative and budget should address these items in this order:

Project Narrative

- Project title with name and contact information for project participants
- Professional development plan
  - Describe your plans for professional development for the next five years in terms of goals, objectives and outcomes (one paragraph)
- Project description
  - Significance of project
  - Project activities
  - Brief project timeline
  - Result or product of the project

Budget

- Describe on the internal grants cover sheet how you will use your $1,400 PDA
- Faculty stipend ($2,000 maximum)
- Faculty travel (list hotel, airline cost, food expense)
- Faculty research expenses
- Other expenses

Expenses should be explained and justified in the budget justification and, if necessary, in the project narrative. Stipends will be awarded through regular payroll (taxable). Awards Committee will assign faculty stipends a lower priority than research expenses, supplies and travel. If cuts are required, the first cut will likely be to stipends. This program does not fund student stipends or summer student housing. The deadline for proposal submission is February 22. Awards will be announced mid-March. Please note that the awarded funds will be available after commencement. Project work must be completed before April 30. Please submit proposals via e-mail to Christine Vasquez (vasquezc@southwestern.edu). Please direct questions to John McCann (x1233, mccannj@southwestern.edu).