Professional Enhancement Committee

PROFESSIONAL DEVELOPMENT ASSISTANCE GRANT GUIDELINES

Purpose:
The purpose of this competitive grant is to facilitate the professional enhancement of Central faculty. As such, grants may be awarded for proposals submitted in the four categories listed below. Given the limited funds available, the Professional Enhancement Committee (PEC) will accept grant proposals that are within the given budget limits for each category. Preference will be given to proposals that demonstrate a unique opportunity to further the faculty member's professional development. Therefore, activities, which cannot be funded through alternative sources, will be given highest priority.

Categories:

1. Field Research Assistance ($600.00 limit per project)

   Acquisition of the tools necessary to conduct research within the faculty member(s) discipline(s). This research should have a demonstrable impact on the faculty member's discipline and/or classroom instruction.

2. Resource Materials ($600.00 limit per project)

   Acquisition of reference materials necessary for routine and immediate use that would fall outside of the normal demand for reference materials purchased by the James C. Kirkpatrick Library. Examples include, but are not limited to, manuals and videos. Preference will be given to proposals that benefit multiple faculty members. **These materials are not to be used for hands-on student use. Check the guidelines for Student Technology Fees if you are unsure whether the materials fit into this category. If the resource materials can also be used for personal use, such as iPods and other multimedia equipment, please be VERY specific as to how it is directly related to professional development.**

3. Workshops ($600.00 limit per project)

   (a) Off-campus
   Workshop/course fee grants will be considered for hands-on, unique learning opportunities offered through formal or informal training sessions (beyond those normally offered on campus or through self-instruction). Demonstration of uniqueness and applicability to the faculty member's discipline is imperative **(please include information/documentation specific to the workshop)**. Reimbursement of travel-related expenses is not offered.

   (b) On-campus
   Grants will be considered for hands-on, unique learning opportunities for individuals or group-sponsored, formal or informal, training workshops that can be offered on-campus. These grants may be used for materials pertinent to the workshop or for outside speakers, but are not for reimbursement of Central faculty time.

4. Consultants/Panelists ($2000.00 limit per project)

> Fees and/or travel expenses for off-campus consultants and panelists who present professional enhancement opportunities to UCM faculty. Consultants/panelists presentations must help meet departmental development goals or otherwise support the university mission. Please note the credentials and subject matter of the presenter in addition to the date, time and proposed audience.

Application Guidelines:

The grant proposal must include the provided cover sheet and format below which lists:

1. The category under which funding is to be considered (Field Research, Resource Materials…),

2. The name and department of the primary applicant,

3. The name(s) and department(s) of the secondary applicants(s), and

4. A support statement and signature from the primary applicant's department chair (or dean, if applicant is the department chair). This can be a separate document or letter attachment.

In addition, the applicant must provide the following information:

1. A complete description of the field research tool or reference material,

2. A thorough justification for the necessity of the item described in (1),

3. An explanation of how the attainment of the item contributes to the professional enhancement of the applicant and/or intended audience,

4. A detailed cost structure as applicable (please note awards will be provided to fund these items only and any cost savings that are realized will be retained by the PEC to fund additional proposals), including vendor names, addresses, phone numbers, item numbers and descriptions, quotes, etc. ****Please factor any shipping/freight charges into your proposal as additional charges will not be covered by the PEC.**

5. A list of grant funding previously received from the PEC including amount and description of project, and

6. Any supporting documents or comments that would assist the PEC in evaluating the importance and need for the item described in (1).

Please submit application electronically (PDF format ~ include any additional pages, supporting documents and signatures) as well as a paper copy, to the Center for Teaching and Learning (ucmctl@ucmo.edu) in Dockery 212, no later than 4:00 p.m., October 19, 2009. *Applications not using this format may be subject to denial.*

The application deadline for Fall 2009 funding is Monday, October 19, 2009.

PROFESSIONAL DEVELOPMENT ASSISTANCE GRANT
PROPOSAL FORM

1. A complete description of the field research tool or reference material.

2. A thorough justification for the necessity of the item described in (1),

3. An explanation of how the attainment of the item contributes to the professional enhancement of the applicant and/or intended audience.

4. A detailed cost structure as applicable (please note awards will be provided to fund these items only and any cost savings that are realized will be retained by the PEC to fund additional proposals). **Please include (if applicable) vendor name, address, phone, quotes and/or website link for ordering information. This will greatly speed up the ordering process. **Please factor any shipping/freight charges into your proposal as additional charges will not be covered by the PEC.**

5. A list of grant funding previously received from the PEC including amount and description of project, and

6. Any supporting documents or comments that would assist the PEC in evaluating the importance and need for the item described in (1).

UNIVERSITY OF CENTRAL MISSOURI

PROFESSIONAL ENHANCEMENT COMMITTEE
PDA GRANT PROPOSAL COVER SHEET

Category of Funding Request

_____**Field Research**

_____**Resource Materials**

_____**Workshop**

_____**Consultant/Panelist**

Primary Applicant's Name/Department/Phone/Address:

Secondary Applicants' Names/Department/Phone/Address:

Supporting statement from Department Chair:

Signatures:

_____   _____
Primary Applicant/Date   **Department Chair/Date**