

Faculty Development: Guidelines for Funding 2016-2017

Deadlines: 2nd Friday of September, Sept. 9, 2016 (fall term travel)

Last Friday of January, Jan. 27, 2017 (spring term travel)

2nd Friday of April, April 14, 2017 (last call)

Submit via Carroll web site

1. **For full-time faculty**, we will award a maximum of \$1800 for **presentation or scholarly research (P/R)** and \$1400 for observation (O) (see definitions below). **When funding permits, adjunct grants will also be available for up to \$1800 (P/R), \$1400 O per year.** These are yearly personal limits: A person could attend two workshops, for example, totaling less than the limit, and be reimbursed for both. Also, if your grant is below the limit and your expenses are higher than anticipated, please reapply for added funds.
2. **As funding permits, we will also use some of our budget to fund meritorious international scholarly travel; an individual “international” award may be up to \$400, which means an international participant could receive up to \$2200 P/R or \$1800 O total.**
3. **Forty percent of the monies available for all faculty awards will be sequestered to be distributed during the committee meeting considering fall proposals, forty percent for the meeting for spring proposals, and twenty percent for the meeting for summer proposals.** At each distribution meeting of the committee, we will consider all the applications made before the deadline for that meeting and will fund as many of those as our monies will allow.
4. If monies are left in our budget after all the requests have been approved, the money left will be added to the travel budgets for the next meetings.
5. If there is not enough money sequestered to fund all of the requests in a given meeting, the committee chair will ask approval for additional funding from the office of the Vice President for Academic Affairs. If this funding is not made available, we will fund requests in this order:
 - Presenter grants
 - Scholarly research grants
 - Observation grants
 - **Additional grants for international travel (If funding is available, these are funded without an additional request by the faculty member.)**
 - Adjunct grants. **We regret that adjunct funding cannot be provided until the end of the year, after other commitments have been met.**

All requests that meet the deadlines will be regarded as equal within these categories. Requests not meeting the deadline will be considered in the order received.

If monies become available later in the year for any reason, we will return to the proposals previously rejected and consider them again. You need not reapply for this consideration, but we may contact you to see if you are still interested in funding. Consequently, if you are not funded for a grant but you decide to do your travel anyway, be sure to keep your receipts, in case funding should become available at a later time.

6. If money remains at the end of the year after all the above are funded, we will distribute the funds to those whose out-of-pocket expenses exceed their awards. So keep receipts AND BE SURE TO INDICATE TOTAL COST OF THE TRIP on your application. In other words, even though you

only request the limit, be sure to document the total cost so that you might be eligible for additional funds at year's end, if money remains.

7. We cannot consider requests for expenses that occurred in a prior fiscal year, which at Carroll begins July 1st.

Please keep in mind the following divisions for funding requests:

Fall Semester: Second Friday of September (for travel between July 1-the last Friday of January)

Spring Semester: Last Friday of January (for travel between the last Friday of January-the second Friday of April)

Summer: Second Friday of April (for travel between the second Friday of April-June 30)

Definitions

The committee defines “presenter” or “presentation” grant as the presentation of a scholarly paper or similar professional work or the taking of significant leadership as an officer or organizer of a conference or other professional meeting.

“Scholarly research” is defined as travel for research intended to result in the presentation or publication of a scholarly paper or similar professional work.

“Observation” is defined as the chairing or attendance of conference/professional panels.

There are other roles decided on a case-by-case basis. For example, sometimes conference roles are “greater than observation, but less than paper presentation.” The committee attempts to be fair, but also tries to break ties in favor of the faculty member.

Per Diem and mileage rates

When submitting your request, **you may** use these numbers to itemize your costs.

1. Per Diem: \$32 (Breakfast \$6.00, Lunch \$10.00 & Dinner \$16.00)
2. Auto travel: \$0.51 per mile

Approval

Funding recommended by the committee must be approved by the Academic Dean.

Awardees are responsible for coordinating with their department chairs regarding any departmental staffing issues that may arise due to their absence during travel.

Submissions

All submissions for funding must be made on-line; The on-line site is located on MyCarroll. The site will ask you for the following in order for application to be complete:

- **Name**
- **Position**
- **Full-time or part-time**
- **Employee number**
- **Department**
- **Purpose of funds (brief description of proposed activity), including dates and location**
- **Other source(s) of funding for the activity**

- **Purpose of funding (travel, research, other)**
- **Department chair's email address**
- **Presenting or Observing (choose one)**
- **International travel (yes or no)**
- **Estimated expenses (include all projected costs, not the amount you expect to be awarded)**
- **Need for a funding advance (yes or no)**
- **Amount of funding advance needed**
- **Date funding advance is needed**
- **Itemization of projected expenses (lodging, travel, registration, meals, etc)**

Please do not submit receipts to the committee: you will be required to submit these to the Business Office in order to receive reimbursement.

Applications will be considered submitted only when all the above materials have been received on the web site.

Faculty Development Committee
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