To: UNH Faculty
From: The University Faculty Development Committee
Re: Faculty Development Grants – Fall 2015

FILING DEADLINE: FRIDAY, OCTOBER 23, 2015
This semester there are funds available to support faculty development. The average grant is about $500-$1,500. It is very unusual for the committee to make an award over $1,500.

PURPOSE OF GRANT FUND
Grant awards support professional development of faculty by providing funding for the acquisition of new skills. The funds may serve to advance the career of a junior faculty member or provide the means for a senior faculty member to acquire or expand new competencies or pursue new directions. Joint proposals from more than one faculty will only be considered in special circumstances.

GRANTS ARE INTENDED TO PARTIALLY SUPPORT:
- Travel and/or tuition expenses to attend short training courses or specialized conferences or professional meetings that relate directly to the faculty member’s professional development in the areas of teaching or scholarship;
- Travel and/or incidental expenses associated with new research activities for which the faculty member can demonstrate a need for the acquisition of new skills and techniques.

GRANTS ARE NOT INTENDED TO SUPPORT:
- Travel to deliver a paper at an annual meeting of a professional society or meeting colleagues;
- Annual Conference;
- Release time for teaching, or support for a substantial part of a sabbatical program. However, special activities undertaken during a sabbatical leave are eligible, and may be applied for during a non-sabbatical year;
- Supplies and equipment.

EXAMPLES OF ACTIVITIES THAT HAVE RECENTLY BEEN SUPPORTED BY A GRANT INCLUDE:
- Costs associated with attending a training class
- Costs associated with attending a seminar
- Costs associated with attending a weeklong workshop
Faculty development grants are intended to foster special developmental opportunities, as opposed to supporting faculty in carrying out the more routine aspects of their roles. Priority is normally given to faculty who have not received awards in the last several semesters. Priority is also given to proposals that have a potential impact beyond the individual faculty member on the quality of teaching or research programs at the University. Faculty development awards are not to be used for supporting research related to a doctoral dissertation or a terminal degree requirement.

**Duration**

Grants for this semester will be announced in November. These funds should normally be expended within one academic year.

**PLEASE ORGANIZE YOUR PROPOSAL AS follows:**

1. Include on the first page your name, campus address and telephone number, the title of your proposal, and an itemized budget. List any existing or potential sources (including personal funds) of partial support for the proposal. Applicants must list any Faculty Development Grant Awards for the previous two academic years.

2. Restrict your proposal to one, or at most, two pages, which accurately describe the proposed activity.

3. Administrative Support: A letter from the applicant’s departmental chair and college dean approving the budget and endorsing the proposal. The letters should also indicate whether the department will share the costs of the proposed activity and, if not, a brief explanation should be given.

3. Submit eight (8) complete copies of your proposal and supporting information to: your Dean's Office.

4. Upon completion, a written report to the Committee will be required from recipients receiving an award. Attn: Faculty Development Committee, Office of the Provost and Vice President for Academic Affairs.

**Questions concerning Faculty Development Grants may be directed to the Provost Office 2-3290 or to any member of the Faculty Development Committee:**

CHHS  2-1013  Brian Miller, Social Work, Pettee Hall
COLA  2-3039  John Lannamann, Communication, Horton SSC
Paul College  2-3380  Linda Ragland, Accounting & Finance
UNHM  1-4151  John Sparrow, Psychology, Manchester
LIBRARY  To Be Determined
CEPS  To Be Determined
COLSA  2-0111  Thomas Pistole, Molecular, Cellular & Biomedical
FACULTY DEVELOPMENT GRANT PROGRAM
FALL 2015

PROPOSAL COVER SHEET

Name: _______________________________________________

Title/Position: ________________________________________________________________

Department: _________________________________________________________________

Campus Address: _____________________________________________________

Phone No: ______________ E-mail address _____________________

Check List – completed proposal to include 8 copies of:
___ PROPOSAL COVER SHEET
___PROPOSAL (ONE – TWO PAGES)
___DEPARTMENT CHAIR LETTER OF SUPPORT (ENCLOSED
   OR SENT DIRECTLY TO YOUR DEAN’S OFFICE)
___DEAN LETTER OF SUPPORT – WILL BE INCLUDED BY DEAN’S OFFICE

TITLE OF PROPOSAL:

__________________________________________________________________

Total amount required for the proposed activity: $_________
Amount requested from the Faculty Development Committee: $_________

Have you received a Faculty Development Grant in the past two academic years?
Yes_______ No_______
If so, give approximate date(s):__________________________________________

SEND 8 COPIES OF COMPLETED PROPOSAL TO:

YOUR RESPECTIVE DEAN’S OFFICE
ATTN: FACULTY DEVELOPMENT COMMITTEE

PROPOSALS MUST BE RECEIVED BY: FRIDAY, OCTOBER 23, 2015