

Guidelines for Faculty Development Supplemental Grant Applications

All applications must include the following:

- submit using the current Faculty Supplemental Grant Cover Sheet (complete on the computer)
- address all points stated on the Cover Sheet
- include the applicant's signature on the cover sheet
- provide all required documentation

Please do NOT submit a Request for Travel form as part of the grant application.

Request for travel form is submitted **after** you have received an award for the request you have made.

To facilitate effective planning and allocation of the faculty supplemental budget, persons who have submitted a paper to a conference but haven't heard about acceptance should go ahead and request funding by the required deadline.

Grants may be requested for a variety of purposes, such as to support:

- specific scholarly and/or professional contribution (paper presenter, panel participant, artistic performance, workshop leader, etc.),
- travel expenses connected with on-going research projects (generally smaller amounts for which a Faculty Development Grant application would be inappropriate),
- purchase of materials/supplies in support of research and/or artistic projects, and
- enhancement of professional credentials (such as through meeting attendance, workshop participation, etc.).

NOTE:

All purchases of non-consumable items made with UMW grant funds (such as equipment, software, books, DVDs, and the like) are the property of UMW because they have been purchased with Commonwealth of Virginia funds. These items are to be turned over to the University when the grant project is completed.

These general guidelines apply to decisions about Faculty Development Supplemental Grant requests:

1. Grant requests must advance specific professional development goals for the faculty member making the application.
2. Individuals making a Supplemental Faculty Development request must be employees of the University at the time that the project will be initiated and completed.
3. The grant requested must have a clear and direct connection to the faculty member's professional development and to his or her work at the University.
4. In the attempt to extend support to as many worthy projects as possible, funding awarded to an individual supplemental grant proposal is usually less than the full amount requested; the total amount awarded to any one faculty member in a given fiscal year is also limited to \$2000.