

FACULTY SUPPORT AND DEVELOPMENT CONTINGENCY FUND GUIDELINES & APPLICATION FORM

Fund Purpose: The purpose of the contingency fund is to implement plans for faculty support and development experiences designed to enhance the growth and achievement of faculty and students. The objective is to facilitate, encourage, and promote scholarly and academic activities that advance the effectiveness of teaching, learning, and scholarships by faculty and students at USU Eastern. USU Eastern aspires to support the sustained development of its faculty and students by providing financial support for these activities:

1. Undergraduate summer research experience (Price, Blanding, and Logan)
2. Undergraduate research experience at USU Eastern during academic year
3. Travel assistance for faculty and students to attend conferences, seminars, and study abroad
4. Stipends in lieu of release time for faculty to seek extramural funds through grant proposal development and submission to a funding agency

Eligibility:

- ✓ Applicants must be faculty or a student at USU Eastern, Price Campus
- ✓ Faculty can apply individual or as a team experience
- ✓ Travel funds are to be used to presenting or actively participate in scholarly conferences and workshops

Granting of Funds:

- Applications will be reviewed in the order in which they are received.
- Award amount will depend on the availability of funds.
- Funds are available for use after July 1, 2016; funds are limited and are distributed early.
- The contingency funds are divided among the four activities above.
- Application must be completed and submitted to the Academic Programs office through Charley Auberger at least 4 weeks prior to the event.
- Awards will be made and used for the specific purpose and time stated in the application.
- Faculty must notify our office of unused awards so that the residual funds can be re-allocated to other applicants.
- Travel assistance will cover airfare/mileage, lodging, registration, meals and other travel related costs.
- Due to USU Travel Policies, some expenses will be reimbursed after the conference or workshop.
- **REQUEST FOR FUNDS AFTER THE FACT WILL NOT BE ACCEPTED.**

Application evaluation:

Applications will be assessed based on the relevance of the activity to any of the four activities given above, impact of the activity on the faculty and students, and the level of involvement of the faculty and students in the activity.

Accountability:

All recipients are expected to submit a report describing the outcome of the experience and the benefit of the funds within 3 weeks of completion of the project.

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Full Name _____ Position _____

Please check the box to indicate which activity funds are requested for:

- Undergraduate summer research experience (Price, Blanding, and Logan)
- Undergraduate research experience at USU Eastern during the academic year
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Date of Request _____ Approximate Date of Activity _____

Amount Requested _____ Location _____

Name of Professional Activity (Attach a brochure/advertisement of the event):

Cost Breakdown:

Use the following table as appropriate

	Cost	Total Funds Requested
Lodging		
Meals		
Airfare		
Mileage		
Registration		
Miscellaneous		
Total funds requested		

Justification of the Request (Attach additional pages if needed):

Applicant Signature _____ Date _____