

FACULTY SUPPORT AND PROFESSIONAL DEVELOPMENT GUIDELINES & APPLICATION FORM

Fund Purpose: To support 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. Travel Assistance for faculty and students to attend conferences, seminars, and study abroad
2. Undergraduate research experience at USU Eastern during academic year
3. Undergraduate summer research experience (Price, Blanding, and Logan)
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 full-time 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 limited and are distributed early.
- The contingency funds are divided among the four activities above.
- **Application must be completed and submitted to the division's Associate Vice Chancellor 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 AVC 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 written report describing the outcome of the experience and the benefit of the funds within three weeks completion of the experience. **Those who do not submit a report to their AVC, will be ineligible for funds the next year.**

**FACULTY SUPPORT AND PROFESSIONAL DEVELOPMENT
GUIDELINES & APPLICATION FORM**

Full Name _____ Position _____

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

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

Date of Request _____ Approximate Date of Activity _____

Amount Requested _____ Location _____

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

Please check the appropriate box for the division you wish to seek available funds from:

CTE

Arts & Sciences

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GUIDELINES & APPLICATION FORM**

Cost Breakdown:

Use the following table as appropriate

Expense Category	Cost	Total Funds Requested
Lodging		
Meals		
Airfare		
Mileage		
Registration/Membership fees		
Rental car/Uber/taxi		
Luggage		
Parking		
Total fund requested		

Justification of the Request (Attach additional pages if needed): **YOU ABSOLUTELY HAVE TO ATTACH THE AGENDA**

Policies of cost breakdown:

- *Rental cars will only be available in standard size if you require a larger vehicle for personal preference you will be responsible to pay the difference.*
- *Some hotels will not let the institution pay in full. (usually out of state) It will be the traveler's responsibility to pay the bill and be reimbursed as long as proper documentation is submitted.*
- *Per diem will be based off of the required agenda.*
- *Luggage/parking will only be reimbursed with receipts.*
- *If you plan to take students, you are required to have each student participating, sign a liability waiver **prior to the trip.***

Applicant Signature _____ Date _____

Associate Vice Chancellor Approval _____ Date _____