



ARKANSAS TECH UNIVERSITY GUIDELINES FOR PROFESSIONAL DEVELOPMENT GRANTS

The Professional Development Fund was established in 2005 at Arkansas Tech University to enhance individual and departmental efforts for professional growth and development through Professional Development Grants (PDG).

Guidelines for 2023-24 Academic Year

Eligibility

All faculty including tenured and tenure-track as well as instructors may apply. We are not accepting applications from visiting faculty at this time.

Grants will be awarded for the following purposes:

1. presentations at a professional conference
2. attendance at a professional conference
3. attendance or presentation at a virtual conference or webinar
4. faculty research endeavors (must have been approved by the IRB first, if applicable)

Faculty may request funding for as many virtual and/or in-person conferences as desired, so long as the total amount requested for the year does not exceed \$1,500.

Faculty may apply before receiving notification of acceptance for conference presentations, but funds awarded will not be released until a notification of acceptance is submitted.

A. APPLICATION

Submit the completed and signed application to pdg-frq@atu.edu.

B. SUPPORTING DOCUMENTS

Attach any supporting documents such as notification of acceptance or IRB/IACUC/IBC approval to the application form. If notification of acceptance has not been received, please provide an estimated date or date range for receipt of notification of acceptance.

DEADLINES:

FALL: October 18 @ 11:59 pm for Travel July 2023 – February 2024

SPRING: February 21 @ 11:59 pm for Travel March – June 2024



APPLICATION FOR PROFESSIONAL DEVELOPMENT GRANT

DEADLINES:

FALL: October 18 @ 11:59 pm for Travel July 2023 – February 2024
SPRING: February 21 @ 11:59 pm for Travel March – June 2024

Date of Submission: _____

1.1 Faculty Information

Name: _____

T#: _____

Campus Address: _____

Faculty Title: _____

Tenured Untenured Instructor Track

Campus Phone: _____

College: _____

Cell Phone: _____

Department: _____

1.2 Purpose

Conference Presentation*

Conference Attendance

Faculty Research Endeavors**

1.3 Activity

(please include all information based on the activity being proposed – 250 words max)

Conference/Workshop Dates: Webinar/Virtual Conference In Person Conference

Conference

Conference Name:

Title of your presentation:

**Please include the notification of acceptance if you are presenting at a conference. If notification of acceptance has not been received, please provide an estimated date or date range for receipt of notification of acceptance.*

Research

Summary of your research:

*** If for faculty research, as applicable, approval from the IRB, IACUC, and/or IBC must be included.*

1.4 Objective

How will your attendance / presentation / research enhance your or others' professional development? 250 words max

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1.5 Budget Breakdown

Conference Fee	
Meals	
Lodging	
Transportation / Parking	
Airfare	
Research Materials	
Other (Specify):	
Total Cost	

Amount Requested from PDG fund:	
External Funding Sources / Contribution (if any):	
Personal Contribution (if any):	
College Contribution (if any):	
Department Contribution (if any):	

SIGNATURES:

Applicant

Date

Department Chair

Date

Dean

Date