**ARKANSAS TECH UNIVERSITY**
**GUIDELINES FOR PROFESSIONAL DEVELOPMENT GRANTS**
**Guidelines for 2025-26 Academic Year**

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).

## A. 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, exhibitions, or performances at professional conferences, festivals, galleries, or other recognized venues in your field
2. attendance at a professional conference, workshop, or creative residency
3. attendance or presentation at virtual conferences, webinars, or online workshops
4. faculty research, creative endeavors, or other scholarly activities (must have been approved by the IRB first, if applicable)

## B. FUNDING REQUESTS AND UTILIZATION GUIDELINES

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.

Faculty must utilize the funds in accordance with their approved application. Any funds not used as specified must be returned to the Professional Development Grant.

## C. APPLICATION

Submit the completed and signed application to pdg-frg@atu.edu by the deadline.

## D. SUPPORTING DOCUMENTS

Attach any supporting documents such as notification of acceptance or IRB 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.

## E. FINAL REPORT

Recipients are required to submit a final report within 60 days of completion of the professional development activity. If your application is approved, you will be emailed a link for the final report. Failure to submit the report may result in denial of future applications.

**DEADLINES:**
**FALL: September 30 @ 11:59 pm** for Travel July 2025 – February 2026
**SPRING: February 2 @ 11:59 pm** for Travel March – June 2026

# PDG/FRG Rubric

| | 4 | 3 | 2 | 1 | |
|---|---|---|---|---|---|
| **Contributes to professional growth of the faculty (8 points)** | Proposal explicitly states how the outcomes contribute to the professional growth of the faculty member. The proposal is clearly articulated in this regard, specifically, and goes beyond what is expected. | Proposal contains a clear statement related to professional growth and meets the basic criteria. | Proposal contains a statement that only loosely mentions professional growth; however, the statement is unclear, vague, and/or lacks focus. | Benefit not stated, not obvious. | |
| **Institutional Impact and Significance (4 points)** | The opportunity is highly significant, with broad institutional impact. It clearly enhances ATU's scholarship, visibility, or reputation; strongly aligns with ATU's mission and Strategic plan; and offers sustainable benefits (e.g., student involvement, future collaborations, program development). | The opportunity has clear value to the applicant and contributes to ATU's academic mission. Some broader benefits or recognition are present, though impact on ATU's visibility, reputation, or long-term outcomes is moderate. | The opportunity provides individual benefit but has vague or weak connections to ATU's scholarship, reputation, or mission. Broader impact is minimal or not clearly described. | The opportunity is unclear, narrowly focused, or unrelated to ATU's academic excellence. No broader institutional benefits are evident. | |
| **Budget and costs are clearly identified, supported, and reasonable. (4 points)** | The funds requested are sufficient to fully support the proposed activity or has clearly identified and secured additional funding to cover any shortfall. Budget is detailed, allowable, and appropriate. | The activity appears underfunded by the grant alone, but the applicant mentions other possible support sources (e.g., department, college, outside grant) without full confirmation. | Budget does not fully support the proposed activity and includes no plan or uncertain sources to cover the shortfall. Line items may be vague, inappropriate, or exceed allowable uses. | No budget included, or budget lacks enough detail to assess feasibility. No information is provided about additional funding or cost coverage. | |
| **Applicant Status (4 points)** | Untenured Tenure track | Tenured | Instructor | Not provided | |
| **How often have you received PDG/FRG funding (4 points)** | No prior PDG/FRG funding in past 3 years | Have received PDG/FRG funds, but not last year. | Have received PDG/FRG funds in the previous year, but not last sem. | Have received PDG/FRG funds in the previous semester or already this academic year. | |
| **Sharing with colleagues and/or Students. (4 points)** | Plan to share with colleagues and benefit to students clearly described. | Plan to share with colleagues OR benefit to students clearly described. | Plan or benefit mentioned, but details unclear. | No mention of sharing, but report will be detailed and thorough. | |
| | | | | Total (__/28) | |

**APPLICATION FOR PROFESSIONAL DEVELOPMENT GRANT**

**DEADLINES:**
**FALL: September 30 @ 11:59 pm** for Travel July 2025 – February 2026
**SPRING: February 2 @ 11:59 pm** for Travel March – June 2026

Date of Submission: _____

## 1. Faculty Information

Name:_____  T#: _____

Campus Address:_____  Faculty Title: _____

_____  ❏ Tenured  ❏ Untenured  ❏ Instructor Track

Campus Phone: _____  College: _____

Cell Phone:_____  Department: _____

## 2. Purpose

❏ Presentation/Exhibition/Performance*  ❏ Conference/Workshop/Residency
❏ Research/Creative Endeavors**  ❏ Other

## 3. Activity

*Please include all information based on the activity being proposed – 250 words max*

**Presentation/Attendance**

Dates:  ❏ Virtual  ❏ In Person

Conference/Webinar/Festival 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/Creative**

Summary of your project:

*\*\* If for faculty research, an approved IRB must be included.*

## 4.  Professional Growth & Development

Describe how this activity (attendance, presentation, research, etc.) will enhance your professional development or contribute to the professional growth of others. *(250 words max)*

## 5.  Institutional Impact & Significance

Explain how this activity will support ATU's mission and Strategic Plan, strengthen scholarship, and enhance the visibility or reputation of the University. *(250 words max)*

## 6. Knowledge Sharing & Student Benefit

Describe how you will share outcomes or insights with colleagues and how students will benefit from your participation.

## 7. Budget Breakdown

| | |
|---|---|
| Conference Fee | |
| Meals | |
| Lodging | |
| Transportation / Parking | |
| Airfare | |
| Research Materials | |
| Other *(Attach Documentation)*: | |
| 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)*: | |

## 8. Account Information

| | | | |
|---|---|---|---|
| | | | |
| Department | Index | Fund | Organization |

Admin's Name: _____     Admin's Email: _____

## 9. SIGNATURES:

_____     _____

Applicant     Date

_____     _____

Department Chair     Date

_____     _____

Dean     Date