

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 2022-23 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 three primary purposes:

1. presentations at a professional conference
2. attendance at a professional conference
3. 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**.

Rolling Application and Approval Process: Once the process is open, applications will be accepted at any time and evaluated on a rolling basis. Applications submitted in the fall should be for professional development activities carried out in the fall and up to about mid-February, 2023. Applications submitted in the spring semester should be for activities pursued from about mid-February to August. Applications will be accepted through April 28, 2023. 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.

The required elements of the proposal (see A – C below) should be 12-point type. All pages must be numbered. Submit the signed PDF to pdg-frg@atu.edu.

A. COVER PAGE

The required cover page, which must be fully completed, is at the end of this document.

B. ACTIVITY / OBJECTIVES

For conference presentations and attendance, please provide the name of the conference, information about the professional organization organizing the conference, a description of your participation in the conference (e.g., conference presentation), the title of your presentation (if applicable), and the expected number of attendees. 250 word maximum and a detailed budget breakdown of how funds will be expended.

Alternately, if you are applying for funds to conduct or disseminate your research, please provide a summary of your research and how it will enhance your or others' professional development. Detailed budget also required.

C. NOTIFICATION OF ACCEPTANCE AS PRESENTER FOR A CONFERENCE

Attach notification of acceptance 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.

