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). These grants support faculty initiatives in all disciplines including basic, applied, pedagogical research and creative projects in the visual and performing arts, and grants for the professional enhancement of faculty.

1. Eligibility:

• All tenure-track or tenured faculty are eligible to apply.
• Only one proposal per person will be considered at each application period.
• Proposals similar to previously funded PDG projects by the same Principal Investigator or Project Director (PI/PD) must explain how the current project differs from the previous submission(s).
• Applicant must have no outstanding Professional Development Grant reports from previously awarded grants.
•Each application for funds to attend a conference should include the details of how that faculty member will benefit from the conference and detail the activities of that faculty member at the conference. When multiple faculty members are attending a conference, they should each submit their own application.

2. Application Process:

• Each proposal must contain all elements specified in the Proposal Format Required section (see page 4).
• The required cover page and required budget form must be typed.
• The application will need to include signatures of the appropriate department head and dean on the proposal cover page.
• Signed proposals must be provided to Academic Affairs by the due date for the particular review cycle in which the faculty member is applying in PDF format. Applications can be sent directly to Andrea Eubanks aeubanks3@atu.edu or Academic Affairs academicaffairs@atu.edu.
• If you require international travel, prior approval by the Vice President for Academic Affairs is encouraged.
• If you require IRB approval, prior approval is encouraged.
• The committee has asked Academic Affairs to screen proposals for obvious errors and return to the faculty member for correction. *Proposals submitted on the deadline will be forwarded to the committee "as is".*

3. Deadlines:

• There are three grant review cycles with deadlines of October 2, February 1, and April 16. Projects with the application deadline of October 2 should take place primarily from November to March. Projects with the application deadline of February 1 should take place primarily from March to June. Projects with the application deadline of April 16 should take place primarily from July to November. However, faculty are encouraged to submit their proposals at an earlier deadline.
 • Department and college approvals must be secured and proposals submitted to Academic Affairs by 5 p.m. on the deadline date.
• Proposals will NOT be accepted for the current review cycle after the designated deadline.

•Interim proposals are the exception and will be reviewed between deadlines if two conditions are met. (1) The faculty member faces a deadline which will occur before the next professional development committee meeting. This deadline could be the conference itself, or a registration deadline. The key point is that circumstances prevent the faculty member from waiting until the next scheduled meeting. (2) The faculty member could not apply at the previous deadline because the opportunity being sought did not exist at that time (e.g. a faculty member is invited to be a guest speaker at a conference but the invitation arrives after the relevant grant deadline). In such circumstances, the grant must include solid documentation and explanation of both conditions being met.

4. Review Process:

The committee will meet within one week of the proposal deadline and attempt to make its recommendation to the Vice President for Academic Affairs within two weeks of the deadline. Proposals will be read by each member of the Professional Development Committee and evaluated on the following basis:

For research proposals:
- Likelihood that the research will lead to future publication
- Soundness of design, procedure, or operational plan
- Adequacy of personnel and facilities
- Economic efficiency
- Quality of the writing, justification, and documentation in the proposal
- Other as required

For creative activities:
- Distribution of the cultural/artistic work
- Adequacy of personnel and facilities
- Economic efficiency
- Quality of the writing, justification, and documentation in the proposal
- Other as required

For professional enhancements:
- Impact on the academic community addressed in the proposal
- Economic efficiency
- Quality of the writing, justification, and documentation in the proposal
- Other as required

For conference and workshop travel:
- Type of activity (i.e. conference presentation will be given top priority, followed by continuing education and finally conference attendance.)
- Economic efficiency
- Quality of the writing, justification, and documentation in the proposal
- Other as required

5. Responsible Conduct of Research:

• If the project type is research, protocols for research with human subjects must be approved before PDG-funded activities may begin. If the proposed protocol has been approved, please attach a copy of the approval. Otherwise, indicate on the application when the protocol will be submitted for review. Forms and application information are available online at http://research.atu.edu/.
• Funds will not be released until required approvals are completed.

6. Award Information:

• The number and nature of other requests for assistance will be taken into consideration as the award per project is determined. There is no preference for research proposals over creative works or professional enhancement events. Applicants who were funded in the past immediate cycle will receive lower priority.
• All publications (including programs for creative projects and professional enhancement projects) must acknowledge funding support from ATU.
• Allocations will start immediately upon approval of the award and must be spent by June 30th of the fiscal year in which they are awarded.
• Grant funds allocated but unused will revert to the Faculty Development account for re-allocation. If the grantee is not using or not planning to use the funds, he/she should notify the Vice President for Academic Affairs as soon as possible.
• Unused funds cannot be applied to other professional activities, including but not limited to, other projects, travel, supplies etc. that are not specified in the original grant application.
• Applicant must abide by all University Purchasing and Travel bylaws including completing requisitions and requesting special permissions through the Travel Office, i.e. requesting a rental car.
• The Professional Development Committee has a responsibility to encourage timely completion of the project and the appropriate use of funds allocated and therefore, may periodically review progress and expenditures with grant recipients.

7. Final Report:

• Electronic copies of the final written report must be submitted to the department head, dean, and Vice President for Academic Affairs no later than September 30th following the end of the project period. The Vice President for Academic Affairs, in consultation with the Professional Development Committee chair, is responsible for reviewing and approving these reports as needed.
• Grant recipients will not be eligible for future grants until the final report is received and acknowledged.

• The final report must follow the indicated format:

A. Title Page
B. Restatement of problem researched, creative work, or professional enhancement opportunity
C. Brief review of the professional enhancement opportunity, creative work, or research procedure
D. Summary of findings, outcomes, or experiences had
E. Conclusions and recommendations

• For the professional enhancement activity, some kind of documentation that the enhancement event occurred must be included. For a research project, documentation such as copies of manuscripts or abstracts based on the research published or submitted for publication should be

returned with the final report. For a creative work, a program or publicity for an exhibition, reading, or performance should be included.
• Once projects have been completed, the department must submit a complete accounting of funds expended to Academic Affairs including copies of all applicable purchase orders and travel forms. Expenses paid by other funding sources, including any payment or honorarium for services granted by an organization must also be noted.

8. Budget Guidelines:

• Institutional cost sharing: Departments and Colleges may share costs with a professional development project, but it is recognized that professional development funds will likely begin when departmental or college funds have been exhausted. If Department and/or College funds will be used, funds should be indicated on the required Budget Form.
• Please describe how all project costs will be covered. For example, if the Professional Development Grant request is for partial funding of a larger grant request, the applicant must explain how these costs will be covered so that reviewers can assess the likelihood that the applicant will have the resources needed to complete the project.
•Budget items should be itemized and well documented. If possible, grant applications should include attached copies of price quotes or price lists.
• Plan your budget carefully. Budget revisions above the granted amount will not be approved.
• Allowable costs fall into the general categories of graduate assistants, other student labor, benefits, supplies, equipment, copying/printing, postage, travel, guest lecture(s), musical performances or musical clinics, art shows, displays, theatre set designs, and other services. Itemize and provide justification for expenditures in each category.
• Unallowable budget items are salary, stipend, or tuition for the PI/PD; computers; and the costs of publication or intellectual property that might result from a project. "Miscellaneous" is not an allowable item or category.
• Equipment: Applicants requesting equipment must provide a compelling rationale for the equipment, including evidence that this equipment is not already available elsewhere on campus. All equipment and supplies purchased will remain departmental property unless specifically assigned elsewhere. Once equipment is received, the grantee shall ensure that it is properly entered in the university's equipment inventory list.
• Travel: Travel regulations have recently changed and such items like meal reimbursement and lodging are based on the city or area of travel. Please see the GSA website for city specific rates http://www.gsa.gov/portal/content/104877. GSA also provides rates for international travel https://aoprals.state.gov/content.asp?content_id=184&menu_id=78. All domestic, international, and local travel costs are eligible budget items. Such requests must be justified in the proposal and the relationship between travel and the project objectives must be clearly linked. Student travel money may be requested if students are an integral part of the research project and their research activities are adequately supervised by the primary investigator.   For professional enhancement grants, travel of guest lecturers, artists, performers, athletes, and writers/composers coming to ATU from elsewhere may be included. Those expenditures should be proportional to the number of faculty and others that are expected to be positively impacted by the professional enhancement activity.

PROPOSAL FORMAT REQUIRED

The required elements of the proposal may not exceed 4 pages and should be double-spaced with 12-point type and 1-inch margins. Attachments may be added as needed, to a maximum of 10 pages for the complete application. All pages must be numbered. Submit the signed PDF to Academic Affairs via email.

Each college is represented on the Professional Development Committee. Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.

A. COVER PAGE

The required cover page, which must be fully completed, can be downloaded as a Word document at http://www.atu.edu/research/faculty_dev.php.

B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project.

C. PURPOSE / OBJECTIVES

Begin the text with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, problem or work to be investigated, or aesthetic direction/technique).

D. SIGNIFICANCE / NEED

Please speak to **only** the type of grant you are seeking. For example, if you are seeking a grant for professional enhancement, do not answer the parts about research projects or creative projects.

Research Projects: Include a concise literature review, identifying ambiguities or gaps in the literature, the need for the proposed research, and how this project will contribute to your field of study. Sources referenced must be listed in a bibliography.

Creative Projects: Describe the developments in your discipline or the observations that stimulated the proposed project. Sources referenced must be listed in a bibliography. Explain in this section how the grant would contribute to the development of your own work.

Professional Enhancement Projects: Tell how the bringing of this event to campus, or transporting faculty to another destination, will inform, motivate, and inspire faculty and others.

E. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities. Again, speak to only the type of grant you are seeking.

Research Projects: Include a methods/design section with details specific to your discipline (materials, texts, archival sources, equipment, protocols, etc.). If the research includes human or animal subjects, give the date of approval (and attach a copy of that letter as an appendix) or the date the protocol will be submitted for approval. Protocols must be approved before work can begin and before funds awarded will be released.

Creative Projects: Include a description of the source materials, processes and/or techniques that will be used for your project.

Professional Enhancement Projects: Name the specific speakers, groups, displays, or agencies that will be providing the enhancement activity. If the activity will not be held on Arkansas Tech campus, supply the name and location of the facility providing the professional enhancement activity.

F. DISSEMINATION OF RESULTS

This section should demonstrate how you plan to disseminate or publicize your results (specify venues for exhibition opportunities, journals selected to submit article(s) for publication, etc.)

G. REPEATED REQUESTS

If this proposal is similar to one for which you previously received funding from this Committee, describe how this current project differs from the earlier one.

H. BUDGET

Itemize the expenses required to complete your project. Refer to the Budget Guidelines section (page 3) for more information. Include an itemization of the department and/or college contribution and ensure that this information matches the cover page of your application. Indicate the amount of time the PI/PD will devote to the project. If outside funding is required, indicate how it will be secured.

I. BIBLIOGRAPHY

Provide standard citations for material referenced.

J. APPLICATION VITA (maximum: 3 pages)

Although no particular format is required, reviewers look specifically for the following:

• research and scholarly activity pertinent to the proposal

• previous grants, including how results were disseminated or made public