**College of Education & Health Sciences**

**Center for Research and Service**

**Request for Funding: Professional Development**

**Section I: General Information**

Applicant Name:

Applicant Title:

Applicant Department:

Applicant Contact Information (phone, email):

Amount requested:

Description of Professional Development:

Central Focus of Professional Development [check all that apply]: \_\_\_ Teaching, \_\_\_ Scholarship/Research, \_\_\_ Leadership, \_\_\_ Other (please explain):

What is the timeline of proposed activity/activities (give time, place(s), and activities, itinerary, etc.)?

How will this professional development contribute to the department and its goals?

How does this professional development align with the college’s strategic plan?

**Section III: Budget**

Itemized Budget

* Use a table format or itemized list that breaks down how all funds necessary for presentation will be used to cover allowable costs (see example table below)
* Please see [http://www.gsa.gov](http://www.gsa.gov/) for per diem rates for meals and incidentals used by the university.
* Include funds requested in this proposal, personal, departmental, external, etc.

Table 1. Example of Itemized Budget for Professional Development

|  |  |
| --- | --- |
| **Item** | **Estimated Expense** |
| Study Materials  Family Life Education: The Practice of Family Science by Walcheski & Reinke (book) | $42 |
| Exam Fee  Certified Family Life Educator Exam Fee | $415 (nonmembers) |
| **TOTAL** | $457 |
| AMOUNT COVERED BY DEPARTMENT  (must be 1:1 match) | $228.50 |
| AMOUNT COVERED BY PERSONAL FUNDS | $0 |
| **TOTAL AMOUNT REQUESTED** | **$228.50** |

Budget Justification

* Narrative describing why each line item is necessary for the Professional Development success and completion and include a brief explanation of how each amount was determined. Please do not include actual quotes or webpages.

**Section V: Supplemental Materials**

Letter of Support from Department Chair/Director

* This letter document how the professional development opportunity proposed benefits the department or fills a gap and any monetary support provided by the Department.

**Evaluation Process**

Each proposal will be evaluated by the CRS Council. The EHS Associate Dean for Student Success serves as a member and chair of the Council. Final decisions on allocation of funds will be made by the Dean in consultation with the Associate Dean for Student Success and Assistant Dean for Administration and Finance.

Evaluation Criteria

All submissions will be evaluated by these criteria:

1. Description of professional development activity
2. Merit of the professional development activity
3. Timeline
4. Budget & Justification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent (5) | Acceptable (3) | Unacceptable (0) |
| Professional Development (PD) Description | The purpose of the PD activity is clear and well-justified. | Few questions remain as to the PD’s purpose and objectives, but could probably be resolved with follow-up. | The PD’s purpose and objectives are not clearly stated or justified. |
| PD Merit | It is clear why the award will help the faculty member achieve professional goals and impact professional growth. The PD closely aligns with the priorities of the EHS strategic plan and addresses a need in the academic department. | Minimal follow-up could aid understanding of how the award will help the faculty member achieve professional goals and growth, alignment with EHS strategic plan, and address a need in the academic department. | The impact of the award on professional goals or development, how it aligns with the EHS strategic plan, or addresses a need in the academic department is not clear. |
| Timeline | The timeline clearly demonstrates how the PD will progress and completed within one fiscal year. | Few questions remain as to whether the PD can be completed within one fiscal year. | The timeline is weak and does little to assure the reviewer that the PD can be completed within one fiscal year. |
| Budget and Justification | Costs are well-justified as reasonable. | Only a few questions remain regarding the budget, which could be easily resolved with follow-up from the applicant. | The budget and justification lack information or detail to ascertain whether costs are reasonable or necessary. |
| Department Contribution (+ 3 points) | | |  |
| Has not received funding in this category previously (+ 3 points) | | |  |