Provost's Office NTT Faculty Development Funds Application - Academic Year 18/19

PRINT NAME: _____ **DEPT**: _____

DATE: _____ **PHONE:** _____

INSTRUCTIONS: Both part-time and full-time Non-Tenure Track (NTT) instructional faculty are eligible for development funds in each of the categories below. Faculty who are eligible for the same amount of development funds as the T/TT faculty in their colleges, however, are not eligible to apply.

These faculty development funds are intended as supplementary to development funds available from the individual colleges. Faculty should seek first to obtain financial support at the school or college level, and apply to this fund only for expenses that cannot be reimbursed at that level. Please indicate the funding amount received from your college when you submit your application.

Half of the total annual funds ($20K total in AY 18-19) will be available for applications received during each of the first and second halves of the academic year. Currently, funds are available as reimbursement only (post completed travel, paid expenditures etc.), are awarded in the order applications are received (pending approval), and are available up to the budgeted amounts for the program. NTT faculty are encouraged to confirm whether or not they qualify for any development funds *before* spending money for which they hope to be reimbursed.

NTT faculty may apply for only one category per application. Receipts for all expenses must be submitted with the application. Eligible expenses include transportation, meals, lodging, conference registration and membership fees, where membership is required for conference/event attendance, as well as actual expenses related to artistic production, and general expenses related to course development. In lieu of submitting receipts for meals, you may use a $50 per diem rate. Airfare is reimbursed only for the actual round-trip cost of an economy ticket. Airfare and hotel expenses will be reimbursed only for travel over 50 miles from SU. All travel must be completed within the application period for which you are submitting a request for reimbursement.

STEPS FOR REIMBURSEMENT:
1. Send this completed application form, documentation, and receipts to **Kathleen La Voy** (HUNT 121 or doc@seattleu.edu) for approval. Application periods are between (1) 01 July and last day of Fall instruction and (2) the day following last day of Fall instruction and 30 June.
2. Once you have received approval, complete a requisition form in ProcureSU and assign your cart to **Rosa Hughes**. Rosa is happy to answer any questions on this step and can be reached at 206.296.6384.

Check the category for which you are applying & submit the required documentation:

__ **Category I. (Up to $800): Presenting a paper at a conference that requires travel or presenting a creative project publicly at an artistic venue.** 1) Provide the name, dates, and location of the conference or event you will attend. 2) Provide the title of the paper or creative project you will present. 3) Submit a copy of the acceptance of the paper or creative project you will present. 4) List funding amount received from your college. 5) Attach receipts.

__ **Category II. (Up to $500): Attending a conference fulfilling duties as workshop organizer or discussant, or contributing to an artistic event in a professional capacity that requires travel.** 1) Provide the name, dates, and location of the conference or event you will attend. 2) Indicate your precise duties. 3) Submit either a copy of the invitation or confirmation of your participation in the conference or artistic event. 4) List funding amount received from your college. 5) Attach receipts.

__ **Category III. (Up to $200): Travel to perform research for scholarly work, creative work, or course development**. 1) Provide a description of the research project or creative endeavor, including the dates and location for the research activity. 2) List funding amount received from your college. 3) Attach receipts.

__ **Category IV. (Up to $100): General support to develop a new course, pay association membership fees, purchase books or software, etc**. 1) Provide detailed documentation. 2) List funding amount received from your college. 3) Attach receipts.

Signatures:

Faculty Member: _____   Date_____

Department Chair: _____   Date _____

Dean: _____   Date _____