



**Provost's Office NTT Faculty Development Funds Application
Academic Year 2020-2021**

PRINT NAME: _____ **DEPT:** _____ **EMAIL:** _____

PHONE: _____ **SU ID NO.** _____ **DATE:** _____

INSTRUCTIONS

PLEASE BE ADVISED: Due to the ongoing COVID-19 pandemic, Seattle University has restricted all non-essential university related travel through the end of the 20-21 AY. In accordance with this decision, faculty may only apply for reimbursement funds from Category IV.

Both part-time and full-time Non-Tenure Track (NTT) instructional faculty are eligible for development funds in each of the categories below. 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 school/college when you submit your application.

\$10K will be available during Academic Year 2020-21, of which half will be reserved for applications submitted during the second half of the year. Unused funds from the first half of the year will remain available for the rest of the year. Currently, funds are available as reimbursement only (post completed travel, paid expenditures, etc.), and are awarded in the order applications are received, pending approval. NTT faculty are encouraged to confirm with Kathleen La Voy (doc@seattleu.edu) 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, upon completion of the activity. 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. After activity has concluded, complete application form, documentation, and receipts per the below category instructions. Obtain listed signatures.

2. Submit completed application and materials to Kathleen La Voy (ADMN 133 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.
3. If there are any questions on your application or receipts, you will be contacted via email for clarity. Your reimbursement will be processed and direct deposited within two weeks of approval confirmation.

CATEGORIES

PLEASE BE ADVISED: Due to the ongoing COVID-19 pandemic, Seattle University has restricted all non-essential university related travel through the end of the 20-21 AY. In accordance with this decision, faculty may only apply for reimbursement funds from Category IV.

Check the category for which you are applying and attach the required documentation:

___ **Category I. NOT APPLICABLE (Up to \$1000): Presented a paper at a conference that required travel or presented a creative project publicly at an artistic venue.**

1. Provide the name, dates, and location of the conference or event you attended.
2. Provide the title of the paper or creative project you presented.
3. Submit a copy of the acceptance of the paper or creative project you presented.
4. List funding amount received from your college.
5. Attach receipts.

___ **Category II. NOT APPLICABLE (Up to \$800): Attended a conference, fulfilled duties as workshop organizer or discussant, or contributed to an artistic event in a professional capacity that required travel.**

1. Provide the name, dates, and location of the conference or event you attended.
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. NOT APPLICABLE (Up to \$500): 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 \$300): 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: _____

Dean's signature indicates that available funding at the school/college level has been fully utilized prior to application to this fund.