

***Faculty Development Fund Application
Academic Year 19/20***

PRINT NAME: _____ **DATE:** _____

PLEASE CHECK ONE: This is a **first** () **revised** () or **second** () application for AY19/20

Instructions: Tenured, tenure-track, and/or FTNTT faculty for whom research is an articulated component of their job responsibilities are eligible for development funds in all categories below. They may apply for **only one** category per application, and must submit an application for each activity requiring travel. FTNTT faculty for whom research is *not* an articulated component of their job responsibilities are eligible for development funds in Category IV. **The deadline for the first application during the current academic year is January 17th. Additional applications submitted by the same individual will be considered after this date on an equity basis for the remaining available funds. Please submit all approved applications electronically via email to ferrinl@seattleu.edu, hard copies can no longer be accepted. Receipts for all expenses must be submitted to the Academic Program Manager prior to June 30th through ProcureSU.** 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. If plans change, please submit a revised form indicating the new category.

Note on Travel Expenses: The University Travel Expense Report must be completed after travel. 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. Complete info on travel expenses can be found at <https://www.seattleu.edu/controllers-office/accounts-payable/reimbursements/business-travel/>

Please check the category for which you are applying. Only the actual travel expenses up to the amount stated below will be reimbursed. Any remaining funds will revert to the travel reimbursement pool.

___ Category I (Up to \$1500*): Presenting a paper at a conference that requires travel or present creative project publicly at an artistic venue. On a separate sheet of paper please 1) provide the name, dates, and location of the conference or event you will attend; and 2) provide the title of the paper or creative project you will present. Also, when received please submit a copy of the acceptance of the paper or creative project you will present. *An additional \$500 supplement is available for travel outside North America.

___ Category II (Up to \$1000): Attending a conference fulfilling duties as workshop organizer or discussant, or contributing to an artistic event in a professional capacity that requires travel. On a separate sheet of paper please 1) provide the name, dates, and location of the conference or event you will attend; 2) indicate your precise duties. Also, when received please submit either a copy of the invitation or confirmation of your participation in the conference or artistic event.

___ Category III (Up to \$800*): Travel to perform research for scholarly or creative work. On a separate sheet of paper please provide a brief description of the research project or creative endeavor, including the dates and location for the research activity. *Eligibility is limited to alternating years.

___ Category IV (Up to \$300): General support to develop a new course, pay association membership fee, purchase books or software, etc. On a separate sheet of paper please provide the detailed information. All full-time faculty members are eligible for this category.

Signatures:

Faculty Member: _____ **Department:** _____

Department Chair: _____

Guide to Professional Development for Faculty

THE APPLICATION

- **ELECTRONIC ONLY:** Paper applications will no longer be accepted. The online application must be completed, signed, approved and emailed to the Academic Program Manager in the College of Arts and Sciences at ferrinl@seattleu.edu. Note: it is important to save the form to your desktop after completion (and any updates or signatures) with a unique name so the new information is saved.
- **DON'T FORGET:** Include the name, dates and location of the conference or event you will attend, and the title of the paper or creative project you will present.
- **ATTACHMENTS:** When received, please submit a copy of the acceptance of the paper or creative project. You can attach this to the application if you have it or submit it later.
- **DON'T WAIT** until you travel, or right before you travel to submit the application. It is in your best interest to submit the application as soon as you know you will be submitting a paper or creative project to a conference. This will give you the best opportunity to get your application in prior to the deadline. You can submit the acceptance later, or if the paper/creative project is not accepted, withdraw your application.

THE TIMELINE

- **THE FISCAL YEAR** runs from July 1st through June 30th.
- **THE DEADLINE** for first on-time applications is mid-January as indicated on the application form.
- **PROCESSING TIMES:** Late first applications received after the mid-January deadline, and any second or third applications will be placed in a queue and will be paid in the order of receipt only if there are remaining funds after all first on-time applications are paid. There are separate queues for late first applications, second and third applications.
- **REIMBURSEMENT TIMELINE:** If there are remaining funds at the end of the fiscal year, late first applications will be paid first; then the second applications, then the third, and so on until all remaining funds are depleted. This gives the best opportunity for the majority, if not all, of first applications to be paid.
- **NOT GUARANTEED:** It is important to note that reimbursements of late first, second and third applications are not guaranteed; reimbursement for these applications is completely dependent on the availability of funds.

PROCURESU and REIMBURSEMENT

- **FIRST ON-TIME APPLICATIONS:** A reimbursement request must be completed in ProcureSU after travel and all receipts must be in electronic form (email copies, scans, jpeg, etc.) and attached to the reimbursement request. This form and the receipts will constitute a "cart" in ProcureSU which should be assigned to the Academic Program Manager. You can submit all your receipts, and are encouraged to do so in one cart, if possible, but the actual reimbursement can only be made up to the maximum amount for the category you applied for. The reimbursement request/receipts must be submitted in ProcureSU prior to June 30th. If your travel crosses over two fiscal years; for example, June 26th through July 7th, the reimbursement will be paid against the fiscal year in which most of travel takes place.
- **LATE FIRST, SECOND & THIRD APPLICATIONS:** Late first, second and third applications are paid only if there are remaining funds after all first applications are paid, at the end of the fiscal year. A reimbursement request should **not** be completed in ProcureSU when travel is completed. Prior to the end of the fiscal year, you will be notified via email if your application can be paid, and if so, can submit your reimbursement request and corroborating receipts in ProcureSU at that time, following the instructions above.