

This year's deadlines for submitting Faculty Development Grants are:

- September 24, 2008
- October 29, 2008
- February 18, 2009
- April 8, 2009 (if needed).

Guidelines for applying for a Faculty Development Grant and application forms are available online and can be accessed at the Office of the Executive Vice President and Provost Website, <http://www.mtsu.edu/~provost/fdg.doc> or may be obtained from the Office of the Executive Vice President and Provost or Department Chairs. Applications will be accepted from individual faculty members, faculty groups, and/or departments.

Seven (7) copies plus the one with original signatures of the completed grant application form should be sent to the Office of the Executive Vice President and Provost, 111 Cope Administration Building. If you have additional information, such as a brochure, please submit six (6) copies along with your original application.

Application forms must include a thorough description of the project, a statement of the objectives, and a discussion of the potential project benefits to be derived by both the faculty member(s) and the University, an itemized budget, and a total funding request. Brochures and other pertinent information accompanying the proposal will strengthen the chances of funding.

Proposals should clearly meet guidelines for faculty development as opposed to instructional development. Priority will be given to proposals that develop individuals in their discipline and to proposals that have received substantial funding from the applicant's department. Funding is not normally provided to attend conferences or professional meetings. Travel funding must meet Tennessee Board of Regents Policy 4:03:03:00, specifically the requirement for authorization of funding to be secured in advance of travel. This means requests for reimbursement for travel that occurs before the Committee meets to review proposals will not be considered. While no dollar limits are set on applications, large requests are unlikely to be funded. The median request granted by the 2007-2008 committee was approximately \$1146.

In the event that limited resources remain at the end of the year, distinctions between meritorious applications will be made based on the date of receipt of the application.

Once the grant project has been completed, please notify the Office of the Executive Vice President and Provost, 111 Cope Administration Building and indicate whether any funds are remaining in the account. Remaining funds will be used to fund additional Faculty Development Grants. Upon project completion, grant recipients are required to file a final report with the Office of the Executive Vice President and Provost.

Recipients of Faculty Development Grant funds from last year (2007-2008) are not eligible for funding this year. Only one (1) grant per individual will be awarded in a given academic year.

APPLICATION FOR FACULTY DEVELOPMENT GRANT

Name(s) of Applicants: _____ Date: _____

Department: _____ MTSU Phone: _____ MTSU Box: _____

Email Address: _____

PROJECT DESCRIPTION:

STATEMENT OF OBJECTIVES:

DISCUSSION OF BENEFITS OF THE PROJECT:

A. TO THE FACULTY MEMBER:

B. TO THE UNIVERSITY:

BUDGET:

I have received funds from this committee within the past year (2007-2008).
(Check one.) _____No _____Yes If answer is Yes, you are not eligible to receive
funding this academic year.

PROPOSED BUDGET FOR THE PROJECT:

(Please itemize. Separate proposed travel expenditures from other expenditures. Please specify
the amount of support you have already secured from other sources.)

FUNDS REQUESTED:

SIGNATURES OF APPROVAL:

Applicant: _____ Date: _____

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

Committee Recommendation: _____ Date: _____

Total Funds Authorized: _____

Comments: _____

Chair, Faculty Development Committee Date: _____

Vice Provost for Academic Affairs Date: _____