**CAS Professional Development Proposal Guidelines**

**2018-19 Application**

All tenure-track or tenured faculty may apply for up to $1250 in professional development funds to support research and creative activity efforts. These are competitive awards, and preference will be given to faculty working towards tenure and promotion (including those working towards promotion to full professor) who articulate a clear dissemination plan. Please complete your proposal by filling out items 1-10 and return it in either .docx or .pdf. Please **do not** send multiple attachments.

**1. Date(s) for proposed plan (include project dates/conference dates/activity dates); if you are using funds for conference travel, also add the full name of the conference and location here:**

**2. Name:**

**3. Department/Program:**

**4. Rank:**

**5. Project Title [80 character limit, reference the activity (e.g. presentation, supplies, travel, publication costs)]:**

**6. Project Summary (100 words limit):**

**7. Justification for Request and Dissemination Plan (3 paragraphs max, include description of how this award will contribute to your progression towards tenure and/or promotion):**

**8. Have You Received Professional Development Awards from the College in the Past?**

Yes\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Itemized Budget:\***

(Budget items must be itemized and specific; if detailed budget is not included the proposal will not be reviewed. If the budget exceeds $1250, please indicate how remaining expenses will be covered. List other possible sources of funding, including any other pending applications.)

**10. Department Chairperson’s email in support of application, forwarded by the applicant at the same time as this completed application.**

\*Restrictions on funds: PD funds may not be used for supplemental salary. Expenditures must follow university policies and procedures - <https://inside.nku.edu/procurement/policies/policymanual.html>.

**Proposal activities must conclude before fiscal year end and all associated funds must be expended by the end of the fiscal year (6/30/19).** **Carry-forward options are not available.**

All publications, presentations, exhibits and/or performances resulting from PD support must acknowledge “Northern Kentucky University College of Arts and Sciences Professional Development Award”.

**Materials should be submitted to Associate Dean Bethany Bowling (bowlingb2@nku.edu) by deadline at 4:30 p.m. Applications without the chair’s positive email and/or applications submitted past the stated deadline will be considered incomplete and will not be reviewed.**