**CAS Professional Development Proposal Guidelines**

**2021-22 Application**

All tenure-track or tenured faculty may apply for up to $1500 in funds to support professional development activities in research, creative activity, and teaching efforts. Criteria used to assess these applications include:

* quality of the proposal;
* impact on professional development;
* impact on student success.

Depending on the availability of funding, preference may be given to faculty who have not previously been funded during this academic year. 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 word limit):**

**7. Impact on professional development of the faculty member (200 word limit):**

**8. Description of the impact on student success (200 word limit):** This could include, but is not limited to,involving students in research/creative activtities and/or impacts on teaching, mentoring, or advising.

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

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

**10. 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 $1500, please indicate how remaining expenses will be covered. List other possible sources of funding, including any other pending applications.)

**11. 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 (6/30/22).** **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 Bethany Bowling (bowlingb2@nku.edu) by 4:30 pm on the semester deadline: fall Sept 10, 2021, winter Nov 1, 2021, or spring Jan 21, 2022. Applications without the chair’s positive email and/or applications submitted past the stated deadline will be considered incomplete and will not be reviewed.**