

■ Faculty Development Award (FDA) Application Checklist

Step 1: Notice of Intent (NOI)

- ■ Complete the NEW NOI requirement.
- ■ Send to Dept. Chair/School Director (and Dean if Sabbatical).
- ■ If questions/issues, email fda@nku.edu.
- Deadline: Extended – Open through Sunday, October 5 (NO exceptions after this date).

Step 2: Enroll in Canvas

- ■ Self-enroll in the NEW FDA Canvas course.
- Enrollment Link: <https://nku.instructure.com/enroll/Y879CJ>

Step 3: Canvas Requirements

- ■ Complete the NOI Quiz (confirms NOI sent).
- ■ Complete the FDA Interest Survey (select all proposal types).
- ■■ Both must be completed to unlock the Submission Module.
- Deadline: Extended – Open through Sunday, October 5.

Step 4: Submit Full Proposal

- ■ Prepare proposal (Cover Page → Proposal → Appendix → Supplemental Materials).
- ■ Combine into one PDF (preferred). Word docs accepted.
- ■ Submit in FDA Canvas course.
- ■ Submit to Chair (and Dean if Sabbatical).
- **Deadline:** Tuesday, October 7 by 4:30 pm.
- ■■ Canvas access closes exactly at 4:30 pm – no late submissions.
- ■ Double-check all required documents before deadline.
- ■ Update submission if needed (allowed until deadline).

Step 5: Chair & Dean Forms

- ■ Chair/Dean need to complete FDA forms located on Faculty Development Award web page.
- ■ Submit forms to Grace Hiles (hilesg1@nku.edu) or fda@nku.edu & to the applicant.
- Deadline: Tuesday, October 14.

Resources

- ■ Visit the Faculty Development Award web page on the FS Benefits NEW site for forms & instructions.
- <https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>