**Faculty Development Awards – Quick Guide**

**Overview of Opportunities**

NKU faculty may apply for three types of support aimed at professional development:
- Sabbatical Leaves (tenured faculty & chairs): for focused scholarly work or artistic performance.
- Summer Fellowships (tenured & tenure-track faculty): support summer research, writing, courses, or creative projects.
- Project Grants (tenured & tenure-track faculty): up to $6,000 to fund equipment, travel, materials, or other instructional or creative undertakings.

**Important Dates (2025–26 Cycle)**

• Notice of Intent (NOI): due by 11:59 PM on Tuesday, September 2, 2025 to Department
 Chair/Director and fda@nku.edu
• Uploaded Application / Canvas Submission: by 4:30 PM, Tuesday, October 7, 2025
• Chair & Dean Evaluation Forms: due 4:30 PM, Tuesday, October 14, 2025
• Decision Notification: by December 24, 2025

**Application Requirements**

• NOI Form: Available online; must be submitted before the formal application.
• Full Application: Submit via the FDA Canvas course. Include:
 - Cover page (for chosen award)
 - Proposal formatted per guidelines & instructions
 - Appendices
 - Forms: Chair evaluation form, Dean evaluation form (if applicable) – these are requested
 to be submitted & completed by your chair (&/or dean) on the second Tuesday of
 October.

**Evaluation Criteria**

Applications are scored based on:
- Alignment with FDA program goals, following the detailed instructions and guidelines.
- Proposed outcomes and benefits (to faculty, students, discipline, university, community)
- Feasibility and applicant’s credentials
- Proposal clarity for a general audience
- Effort to seek other funding
- Preference to new applicants or those long since awarded

**Final Reporting Requirements**

Each recipient must submit a Final Report to the Vice Provost of Academic Affairs (mcdonaldd1@nku.edu):
- Due by September 1 for summer fellowships; others upon completion
- Includes:
 • 250-word general-audience abstract
 • 1–2-page detailed summary
 • Photo of the faculty member
Incomplete reporting may affect future eligibility.

**Workshops & Support**

• Workshops in early September introduce deadlines, guidelines, and application tips.
• Office Hours: Schedule one-on-one consultations with Becky Elkins
• Examples Provided: Access successful past applications online.

**Contact Information**

General questions: fda@nku.edu
Rebecca Elkins (Benefits Committee Chair): elkinsr3@nku.edu | (859) 572-5196
Grace Hiles (Faculty Senate Office): hilesg1@nku.edu | (859) 572-6400
Final Reporting: Danielle McDonald (Vice Provost of Academic Affairs): mcdonaldd1@nku.edu | (859) 572-5592

**Resources**

Faculty Development Applications Website
<https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>

Faculty Development Canvas Site
<https://nku.instructure.com/enroll/Y879CJ>

Faculty Policy & Procedure Handbook - 11. Faculty Development Programs
<https://www.nku.edu/academicaffairs/resources/handbook/faculty-handbook.html>

Your peers – talk to your colleagues about FDA’s within you area.
Applications are reviewed by unit/department/school faculty representatives that serve on the Faculty Senate Benefits Committee! These are highly competitive applications – make use of all resources. Please find the time to attend our yearly FDA workshops.

**2025 FDA Workshops:**
**Workshop 1**: Review guidelines, due dates, and evaluation criteria for applications for summer fellowships, project grants and sabbatical leaves
Tuesday September 2nd 1-2pm via Hybrid mode SU 109 & repeated on Wednesday September 3rd 1-2pm via Hybrid mode SU 108

**Workshop 2**: Go over format and review criteria of proposals in detail, answers to some frequently asked questions, and common pitfalls.
Tuesday, September 9th 1-2pm via Hybrid mode SU 109 and repeated on Wednesday, September 10th 1-2pm via Hybrid mode SU 108