**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](mailto: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](mailto: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