FIT Fashion Institute
of Technology
State University of New York

FACULTY

DEVELOPMENT

GRANTS AND AWARDS

Information and Application

FALL 2018 – SPRING 2019

FDGA DEADLINES DATES

SEPTEMBER 5……..….…….……… (for activities beginning 9/20)
OCTOBER 2…..………….………….… (for activities beginning 10/16)
NOVEMBER 5…………….……...….. (for activities beginning 11/22)
FEBRUARY 5…………….…………….(for activities beginning 2/19)
MARCH 5…..………….……………….... (for activities beginning 3/19)
APRIL 2…………….………………….(for activities beginning 4/15)
MAY 6…………….………….………...(for activities beginning 5/18)

May 6, 2019 is the last deadline for activities conducted through September 2019.
<u>Note</u>: Research requires an extended review; activities dates may need to be adjusted.

FACULTY DEVELOPMENT GRANTS AND AWARDS

The Faculty Development Grants and Awards Program is dedicated to the development of faculty in their creative inquiry and growth as educators, scholars, artists, designers, business innovators and industry-related professionals. FIT faculty members, including full-time classroom, non-classroom and adjunct faculty are encouraged to apply for funding. The FDGA Committee is comprised of elected members of the faculty and supported by the Director of Faculty Development, representing the Office of Academic Affairs. Together, the Committee and the Director review applications for faculty grants in the categories outlined below. Recommendations for funding are then forwarded to the Office of Academic Affairs for final approval. If approvals are needed from a dean, chair or supervisor, these are the applicant's responsibilities.

In addition, the FDGA Committee participates in the review of SUNY Chancellor's Awards for Excellence nominations and makes recommendations to the President. Final approval for all SUNY Chancellor's Awards is made in Albany. For SUNY Chancellors Awards descriptions and deadlines please see: https://www.fitnyc.edu/5968.asp

GENERAL GRANT AND AWARD INFORMATION

The FDGA Committee seeks to support as many qualified applications as possible. However, with regard to travel to conferences/professional gatherings, priority is given to faculty presenters, organizers and/or moderators, with special consideration given to those faculty who have never been funded before. **All award decisions are contingent on budget availability**.

Awardees may be invited to share experiences and/or findings as part of the Faculty Development Grants and Awards program. Final reports become the property of FDGA. Adjunct faculty may be asked to present reappointment documentation for the academic year associated with funded activities and/or the year following the funded activity.

DESCRIPTION OF GRANT CATEGORIES

I. Travel to Present or Participate in Conferences or Professional Gatherings
Grants are given to reimburse faculty, as per program guidelines, for costs to present papers, chair panels, and/or serve as organizers/moderators or attend conferences and professional gatherings. All faculty receiving a grant from the FDGA represent FIT and are expected to indicate their FIT affiliation in event materials. If an institution is listed in place of FIT, reimbursement may be denied.

NOTE: Only conferences and/or gatherings recognized as professional by the related discipline are eligible for funding. In addition, non-competitive presentations delivered in connection with organization membership are not eligible for funding.

Application Requirements and Information
    (1) A 250-word statement explaining the importance of the activity.
    (2) Include a conference web url or print out of the event, listing dates, location, and fees
    (3) Acknowledgement from the event organizers if you are giving a paper, or
        presiding in an official capacity.
    (4) Itemized budget, preferably with attached documentation.
    (5) *Upon returning,* please submit a completed Travel & Business Expense Report, original

receipts and a 250-word report describing how your experience positively informed your professional growth. **If you are a conference presenter, please include a conference agenda with your name and FIT affiliation listed.**

II. Research, Scholarly, Creative, Pedagogical and Industry-Related Activities
(ONLY OPEN TO FULL-TIME FACULTY AND ADJUNCT FACULTY WHO HOLD A CCE)

- Research and Scholarly Activities: Grants for faculty to carry out focused, short-term research
- Creative Practice: Grants for faculty to develop their creative work
- Pedagogical Research: Grants for faculty to research/develop new teaching methodologies or approaches (The writing of curriculum or programming for which faculty are already compensated is not eligible for funding.).
- Industry Collaboration: Grants for faculty to develop/conduct innovative, industry-related projects

Note: Final reports will be shared with faculty colleagues via FDGA website and/or publications.

NOTE: Funding in this category MUST DIRECTLY SUPPORT THE AREA OF EXPERTISE FOR WHICH FACULTY WERE HIRED BY FIT. Evidence of how the proposal builds on documented, sustained research/innovative activities must be included in the application narrative. Activities in this category require a second review by Academic Affairs. Please plan your timetable accordingly.

Clearly, ongoing educational enrichment is valuable, however, research/activities that only indirectly support the faculty member's primary area of expertise will not be funded. Funding is not available for pursuits resulting in direct monetary gain.

Funding up to $1,000 for domestic and $1,500 for international research/activity may be awarded, pending budget. Payments to additional research project personnel will be managed by the FDGA Office. Budgets must include specific dollar figures in this regard.

*FIT must be acknowledged if funded research is cited or referenced in a conference or publication.

Please make an appointment with Elaine Maldonado (7-4062) to discuss your application ahead of time and to review guidelines for this category of funding.

Application Requirements and Information
1. 500-word narrative (with title) that describes your project. Narrative must include:
   a. Need for project
   b. Description of your research methods
   c. Description of activities
   d. Activities timeline
   e. Anticipated outcomes for project
   f. Assessment plan to evaluate outcomes
2. Documentation demonstrating your prior research/activities that are directly related to newly proposed work
3. Budget (Select appropriate budget form)
4. Upon completion of activities, a completed Expense Report, original receipts and/or unique budget reports as per award
5. Upon completion of all activities, a 500-word report describing project outcomes and

how the experience positively informed your professional growth

III. <u>Projects</u>

Short term, on-campus projects that promote faculty development may be funded. These projects should demonstrate the potential for institutionalization and should have broad-based campus appeal. Activities primarily directed at students are not eligible. Projects are capped at $1,000.

Please make an appointment with Elaine Maldonado (x7-4062, B502) before submitting your application to discuss the institutional procedures for projects that involve campus purchases and facilities.

Adjunct faculty must submit a letter from the chair with their applications confirming reappointment for the duration of the project.

(1) <u>500-word statement</u> to include a project description
(2) Steps you will undertake to achieve these goals, including timeline
(3) Budget, preferably with documentation
(4) Evaluation plan for activities to be undertaken
(5) Plan for potential adoption by the institution
(6) Expense documents/receipts as required
(7) <u>A 500-word report</u> describing how faculty growth was fostered by this project.

IV. <u>Facilitating Symposia/Seminars at FIT</u>

Funding to host symposia that bring experts to the campus to address issues of broad-based faculty interest. Activities are capped at $1,000.

Please make an appointment with Elaine Maldonado (x7-4062) before submitting your application to discuss projects that involve campus purchases and facilities.

Application Requirements and Information

(1) <u>500-word statement</u> to include a description of project goals
(2) Steps you will undertake to achieve these goals
(3) Budget, preferably with documentation
(4) Evaluation plan for activities to be undertaken
(5) Plan for potential adoption by the institution where appropriate
(6) Expense documents/receipts as required
(7) <u>A 500-word report</u> describing how the project promoted faculty growth.

V. <u>Winter or Summer Practicum (*ONLY OPEN TO FULLTIME TENURED FACULTY AND ADJUNCT FACULTY WHO HOLD A CCE</u>)

Awards are made to faculty to complete a practicum in their business or industry during the winter or summer breaks for a period of 3-5 weeks. The purpose is to renew professional skills as well as to establish and strengthen collaborations. Practicums are capped at $1,000 (3 weeks) or $1,500 (5 weeks). Reimbursement is issued after the completion of all requirements.

Application Requirements and Information

(1) A <u>500-word statement</u> of purpose is required, describing the scope/job description of the Practicum, its duration and relevance to your faculty development.
(2) A letter of agreement from the sponsoring business or industry to be submitted with application.
(3) Upon completion of practicum, please submit a <u>final report of 500-words</u> describing how your experience positively informed your professional growth.

HOW TO PREPARE YOUR APPLICATION

The FDGA Committee will review applications usually within 2-3 weeks after the applicable deadline. You will be notified in writing on the outcome of your application. *Incomplete applications cannot be considered.*

If you would like to learn more about past recipients, please go to: http://www.fitnyc.edu/6061.asp.

<u>Fill out the application and one applicable budget form in this booklet and attach the required materials</u>. The application form is also available on the CET website under the Faculty Development Grants and Awards tab. Digital submissions are preferred, however, hardcopy will be accepted. For further assistance in preparing your application, please contact the Faculty Development Office B 502, x7-4064, celia_baez@fitnyc.edu.

Important Notes to Assist with Successful Grant Applications:

- The FDGA Committee does not fund retroactively. The Committee must approve travel, etc. before it takes place and with enough time to ensure the required administrative signatures. Please contact the CET for FDGA committee meeting dates.
- Advance funding cannot be issued and department transfers are not allowed.
- Only classroom-faculty who teach credit or equated credit-bearing courses and non-classroom faculty are eligible to apply. Adjunct and full-time faculty are eligible. However, FDGA grants are only intended for those with faculty assignments at FIT throughout the duration of grant activities.
- Faculty who attend conferences over multiple years without presenting or attempting to present or significantly contribute to event proceedings may be denied funding.
- If you are requesting funds while on **sabbatical,** <u>you will need to have included this general intent, as per SUNY regulations, in your sabbatical application to the President</u>. Please attach the sabbatical application, as sent to the President, to your FDGA application. For more information, go to: http://www.fitnyc.edu/files/pdfs/FS_SabbaticalsCriteria.pdf. **Please contact Elaine Maldonado or Celia Baez if you have additional questions.**
- <u>A second review by Academic Affairs is required for research and activities in category II.</u> If you submit a request in this category, please allow sufficient time for this process.
- Second requests for funding in the same fiscal year, in the same category, will <u>only be considered when the applicant is a presenter</u> and if approved, will be funded up to <u>50% of the allowable amount</u>.
- THIRD REQUESTS (or more) in the same category will not be considered. The one exception is the last review cycle in May, at which time such requests may be considered, pending budget.

- Round trip for professional travel must include departure/return dates that align reasonably with the funded activity.
- Receipts and reports on travel or other funded activities are due within 30 days of completing the activity. Faculty who fail to comply will not be eligible for funding for one year.
- You must apprise the Faculty Development Office of a decision not to use an award within 30 days of making this decision or you will be ineligible for funding for one year.
- Receipts submitted after June 30 of the fiscal year in which activities were completed may not be honored.

The following activities are **NOT** funded by the FDGA (Please read carefully):

1. Activities and field trips with students that require chaperoning.
2. Training, including technical training, that is necessary to do one's job.
3. Activities conducted for purposes of department recruitment.
4. Membership dues and/or duties.
5. Meeting/conference attendance required for professional or college-related memberships.
6. Book-signing tours and other self-promotion activities resulting in potential direct financial gain.
7. Travel to provide services to other institutions is not funded. This includes, but is not limited to honoraria or services for hire. (Host institutions should cover these costs.)
8. Although short-term workshops and seminars may be funded, tuition payments for continuing education, courses within degree programs or courses that may eventually be applied to a degree program are not.
9. Training for purposes of professional certification is not funded. However, this rule is waived for simple certificates of completion.
10. Program design and the formal writing of curriculum for which faculty are already compensated will not be funded;
11. Travel primarily for the purpose of enhancing existing courses will not be funded.
12. Other department responsibilities that may not be listed above.

Reimbursements will be processed once all receipts, your report and requisite documentation are received. Your materials are due within 30 days of completion. Should you be unable to attend conferences, carry out projects, or participate in a practicum for which you have been funded, it is crucial that you contact **Celia_Baez@fitnyc.edu** immediately in order to make these funds available to other applicants.

Notes on reimbursement:
1. Only receipts for the specific activities, timetable, travel and/or purchases that have been approved by FDGA will be reimbursed.
2. Faculty who are funded for presentations must provide a copy of the event agenda (with the final report) that lists his/her name when names are listed. When affiliated institutions are included, FIT must be listed.
3. Only receipts up to the approved limit will be considered for reimbursement.

Note: If air travel is involved, we recommend you include printouts for best airfares and attach to your application. **Only the most cost-efficient, direct and directly connecting flights to the host city will be reimbursed. Original receipts will be honored at activity conclusion.**
https://www.fitnyc.edu/documents/cet/fdga-travel-policy2018.pdf

APPLICATION FOR ACADEMIC YEAR 2018–2019 GRANTS

NOTE: If you plan to submit this application digitally, you must save it to the desktop with a new name and email completed application to celia_baez@fitnyc.edu

Name: _____ **Date:** _____

Rank: _____ **School/Department:** _____

Room: _____ **Phone:** _____ **Email:** _____

*Have you ever been awarded an FDGA (formerly Teaching Institute)?
YES_____ NO_____ How many times? _____

Do you plan to be on sabbatical or other leave of absence at the time the proposed activities will take place?_____If you answered yes to the sabbatical question, please refer to FIT sabbatical guidelines before submitting an application to FDGA.

Will you receive money for this activity from an external source and/or the host organization? YES_____ NO_____If yes, please state the amount: _____

Adjunct faculty: Do you have an FIT faculty assignment for the time during which the funded activity will take place or for the following semester? YES _____ NO_____ Assignment: _____

GRANT CATEGORIES: (Please check category and fill in requested information.)

I. TRAVEL TO PRESENT AT SCHOLARLY CONFERENCE OR PROFESSIONAL GATHERING

Dates: _____**Location** _____

Conference/Professional Gathering name _____

Are you presenting or facilitating (yes/no) _____

II. RESEARCH, SCHOLARLY, PEDAGOGICAL, CREATIVE OR INDUSTRY-RELATED ACTIVITY
(Only work in primary area of expertise is allowed. Please see requirements in applicable category.)

Start/End Dates: _____**Location of work:** _____

Name of associated organizations: _____

III. <u>PROJECTS</u>

    Start/End Dates:_____**Project name:** _____

IV. <u>FACILITATE SYMPOSIUM OR CONFERENCE AT FIT</u>

    Start/End Dates:_____**Event name:** _____

V. <u>WINTER/SUMMER PRACTICUM</u>

    Start/End Dates:_____**Sponsor organization:** _____

<u>BUDGET FORMS</u>
All reimbursements are subject to SUNY guidelines:
http://osc.state.ny.us/agencies/travel/part8.htm

If this is *not* your first request in one category, please ask for the full amount you need.
The committee will adjust the award as per guidelines.

(Choose the appropriate form A or B.)
    A. Conference/Professional Gathering Attendance Budget:

Item	Total Cost	Other Funding	FDGA Request
Air / Train Fare to/from conference			
Private Auto			
Hotel			
Conference Fees			
Food			
Taxi			
Rental Car			
Other			
TOTAL			

*ONLY THE MOST COST-EFFECTIVE, DIRECT OR DIRECTLY CONNECTING FLIGHTS TO/FROM THE CITY IN WHICH THE EVENT IS BENG HELD CITY WILL BE REIMBURSED.
For more information, please see SUNY guidelines at:
http://system.suny.edu/travelguideline/

B. Other activities budget: Including hosting seminars at FIT, research/creative practice/industry innovation (Please fill in areas relevant to your work.)

Item	Total Cost	Other Funding	FDGA Funding	Brief Explanation
Honoraria/stipends				
Hourly wages				
Food and related items				
Printing and PR costs				
Travel-related costs				
Conference fees				
Facilities fees				
Other (including software/hardware)				
TOTAL				

Practicum Budget:

Amount	FDGA Request	Other Funding