FACULTY DEVELOPMENT GRANTS AND AWARDS
Information and Application

FALL 2015 – SPRING 2016

DEADLINE DATES

SEPTEMBER 11 ....................... (for activities beginning 9/25)
OCTOBER 9 ............................. (for activities beginning 10/23)
NOVEMBER 10 ......................... (for activities beginning 11/20)
FEBRUARY 12 ......................... (for activities beginning 2/26)
MARCH 17 ............................. (for activities beginning 4/1)
APRIL 11 ............................... (for activities beginning 4/25)
MAY 9 .................................... (for activities beginning 5/20)

May 9 is the last deadline for activities conducted through September 2016. Research requires an extended review; activities dates may need to be adjusted.
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. In addition, the FDGA Committee participates in the review of SUNY Chancellor’s Awards Applications 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 or moderators. All award decisions are made pending budget availability.

For the benefit of the college at large, awardees may be invited to share experiences and/or findings as part of the Faculty Development Grants and Awards program.

Adjunct faculty may be asked to present documentation with regard to reappointment and/or FIT employment during the academic year associated with funded activities.

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.

The maximum international travel award is $1,500 and $1,000 is the maximum award for domestic travel.

Application Requirements and Information

(1) A 250-word statement explaining the importance of the activity.
(2) Information about 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.
II. Research (including pedagogical research), Scholarship, Creative Activities, and Industry-Related Innovation  
(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 Innovation**  
  Grants for faculty to develop/conduct innovative, industry-related projects

**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, 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. Projects

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 or $1,500 pending budget.

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.

(1) 500-word statement 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) Upon completion of activities, a completed Travel & Business Expense Report, original receipts and a
(7) A 500-word report describing how faculty growth was fostered by this project.

IV. Facilitating Symposia/Seminars

Funding to host symposia that bring experts to the campus to address issues of broad-based faculty interest. Activities are capped at $1,000 or $1,500 pending budget.

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.

Application Requirements and Information

(1) 500-word statement 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) Upon completion of activities, a completed Travel & Business Expense Report, original receipts
(7) A 500-word report describing how the project promoted faculty growth.

V. Winter or Summer Practicum (ONLY OPEN TO FULL-TIME TENURED FACULTY AND ADJUNCT FACULTY WHO HOLD A CCE)

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 (4-5 weeks). Reimbursement is issued after the completion of all requirements.

Application Requirements and Information

(1) A 500-word statement of purpose is required, describing the scope/job description of the Practicum, its duration and relevance to your faculty development.
A letter of agreement from the sponsoring business or industry to be submitted with application.

Upon completion of practicum, please submit a final report of 500-words 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.

Fill out the application and one applicable budget form in this booklet and attach the required materials. The application form is also available on the CET website under the Faculty Development Grants and Awards tab. Please submit your application in digital or hardcopy format. For further assistance in preparing your application, please contact the Faculty Development Office B502, x7-4064, celia_baez@fitnyc.edu.

Important Notes to Assist with Successful Grant Applications

- The FDGA Committee does not fund activities retroactively. The Committee needs to approve travel, etc. before it takes place and with enough time to ensure the required administrative signatures. Please contact the CET for upcoming 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.
- FDGA grants are intended for faculty affiliated with 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 plan to request funds while on sabbatical, you will need to include this intent, as per SUNY regulations, in your sabbatical application to the president. Please attach the sabbatical approval letter to your FDGA application. For more information, go to: http://www.fitnyc.edu/files/pdfs/FS_SabbaticalsCriteria.pdf
- A full, second review by Academic Affairs is required for research and activities in category II. If you are submitting a request in this category, please allow sufficient time for this process.
- Second requests for funding in the same fiscal year will only be considered when the applicant is a presenter and if approved, will be funded at 50%. The only exception to the 50% rule is when the second request is for a category II activity.
- Receipts and reports on travel or other funded activities must be submitted by the due date. Please refer to your award letter. Faculty who fail to comply will not be eligible for funding for one year.
- Faculty who do not apprise the Faculty Development Office of a decision not to travel or facilitate activities within 30 days of making this decision will not be eligible for funding for one year.
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 routinely do one’s job.
3. Activities conducted for purposes of department recruitment.
4. Membership dues and/or duties, including meeting/conference attendance, associated with professional or college-related memberships.
6. Travel costs to perform work for hire or honorarium.
7. 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 funded.
8. Training for purposes of professional certification are not funded.
9. Program design and the writing of curriculum for which faculty are already compensated will not be funded.
10. Other department responsibilities that may not be listed above.

**Reimbursements** will be processed once all receipts (up to the limit of the approved amount) and your report are received. Please submit these materials within 30 days of completion. Should you be unable to attend conferences, carry out projects, or participate in practicum for which you have been funded, it is crucial that you contact Cella_Baez@fitnyc.edu immediately in order to make these funds available to other applicants.
APPLICATION FOR ACADEMIC YEAR 2015–2016 GRANTS

Name: ________________________________ Date: ________________________________

Rank: ___________________________ School/Department: __________________________

Room: ____________ Phone: ____________________ Email: __________________________

Have you been awarded an FDGA (formerly Teaching Institute) grant previously? YES ___ NO ___ How many times? ________ Please state date names of conferences and/or purpose of awards. (Attach page if needed.)

________________________________________________________________________

________________________________________________________________________

Grant Categories (Please choose category and fill in requested information.)

____ TRAVEL TO PROFESSIONAL/SCHOLARLY CONFERENCE OR GATHERING

Dates: __________________________ Location _________________________________

Conference/Professional Gathering Name ______________________________________

Are you presenting or facilitating (yes/no) ______

____ RESEARCH (INCLUDING PEDAGOGICAL RESEARCH), SCHOLARSHIP, CREATIVE ACTIVITIES AND INDUSTRY-RELATED INNOVATION

Start/End Dates: _____________________________________

Primary area of expertise (Please include thesis title and/or courses taught at FIT and/or current FIT job description)

________________________________________________________________________

____ PROJECTS

Start/End Dates: ________________________________

____ FACILITATE SYMPOSIUM OR SEMINAR

Start/End Dates: ________________________________

____ WINTER/SUMMER PRACTICUM

Start/End Dates: ________________________________
**Budget Forms** (Choose the appropriate form.)

**Note**: Only original receipts will be honored at activity conclusion. If air travel is involved, we recommend you include printouts for best airfares. [https://www.fitnyc.edu/files/pdfs/TI_Travel_Policy_2011.pdf](https://www.fitnyc.edu/files/pdfs/TI_Travel_Policy_2011.pdf).

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<th>Total Cost</th>
<th>Internal or external compensation – indicate received or pending funding Other Funding</th>
<th>FDGA Request</th>
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Other activities budget (Please fill in areas relevant to your work)

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Practicum Budget:

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Please submit application and supporting materials by the applicable deadline to: Celia Baez in the Faculty Development Office B502, x7-4064, or email to Celia_Baez@fitnyc.edu.