

Professional Development Fund Grant Application Guidelines:

Overview:

PSUFA recognizes the importance of support for faculty members' professional growth and research, scholarly, and artistic work beyond teaching. PSUFA administers the Professional Development Fund (PD) which provides grants of up to \$2000 per year to part-time faculty members to cover the cost of professional development opportunities including travel, conferences, research, workshops, art gallery shows, performances, materials for creative projects, and more.

Our PD Fund receives its money from the PSU General Operating Fund, not from our members' dues. This benefit, as well as our Union's other benefits, are made possible through collective bargaining and the support of active members. If you are not a member, please [join our Union](#).

We strive for fairness in the distribution of funds throughout the year and amongst applicants, and work hard to help our colleagues achieve their goals. Please see the guidelines below so that your application can be as successful as possible.

PD Application Process:

Applications are first evaluated by a volunteer committee of PSUFA members (adjunct faculty and researchers) for eligibility and feasibility of the projects and their budgets. This committee awards the dollar amount for each approved application based on what is requested, the number of applications, and the amount of PD Funds remaining in the yearly budget. Applications that are approved by our Union's committee are sent to the PSU Administration's Office for Academic Affairs (OAA) who will further evaluate the applications. Although we approve the initial applications and amount, and advocate for our members, OAA has the final say over their approval. Applicants who are approved by both PSUFA and OAA are emailed an award letter that is forwarded to their Department Chairs.

PD Funds Distribution Process:

The funds for approved applications are transferred to the applicant's Department. *The PD Funds are reimbursement only and cannot cover any costs up front. Awardees should make sure to save all original receipts for purchases to be reimbursed and provide them to their Department Administrators.* It is important that a PD awardee communicates with their Department's administrators to ensure that the funds have been distributed and are ready to be quickly reimbursed *before* the awardee makes any up-front purchases that would put them at financial risk if the reimbursement process was delayed.

Eligibility:

Each applicant must be working in the bargaining unit (an adjunct faculty, researcher, or other worker represented by PSUFA) *during the academic year in which they apply*. Applications must be signed by the applicant's Department Chair by the submission deadline. The online application form includes an automated email to the Department Chair to provide a digital signature, though it is up to the applicant to follow up and make sure it is signed.

Funding Priorities:

Preference is given to applicants who are presenting, performing, or conducting primary research or artistic work in their respective field. If you are presenting at a conference, accepting a fellowship, or going to a workshop or training please include any relevant letters of acceptance or confirmation in your application as supplemental materials.

Funding Restrictions and Guidelines:

- Eligible applicants can be awarded not more than \$2000 in total PD funds per academic year, though they can apply in multiple application cycles during an academic year until that \$2000 maximum is received.
- If you purchase equipment or technology with PD funds (which come from PSU General Budget) *those items will be the property of PSU and departments may ask for them back at the end of your employment at PSU.* This is the case even if you pay for these goods in part with your own money.
- PD FUNDS CANNOT pay awardees directly for their work. You cannot pay yourself or any other PSU employee a salary with PD funds. You cannot use PD funds to purchase things that you will sell for profit (for instance, copies of a book that you will then sell).
- Awardees CAN request equipment/materials necessary for their work, including supplies and shipping for research or artistic projects. However, they CANNOT request equipment that will solely be used for teaching (that support should come from the Academic Departments). Although such equipment might have shared use between non-teaching professional activities and teaching (for instance a computer program or peripheral), you should specifically note in the application how it will be used in your non-teaching professional work.
- Awardees CAN pay people for certain services (for example event documentation, picture/poster framing), but they need to ask their Department Administrators **before** purchasing services since the service might have to be contracted directly by the Department.
- Awardees CAN pay research subjects non-cash compensation (gift cards, etc.) with PD funds, but only if the research project has no other grant awards that can cover these costs.
- Specific items that CANNOT be funded by the Professional Development Fund includes: home office furniture, desks, lamps, chairs, etc.

Travel Funding, Mileage, and Per Diem:

PD funds can be used to reimburse flight and rental car expenses directly, based on the receipts that an awardee provides to their Department Administrator. PD funds can also be used to reimburse auto travel mileage (both for an awardee's personal car or rental car) and lodging costs, as well as a per diem for awardees' meals. The current rates for mileage, lodging, and per diem are listed [in this document from the University Financial Services/Controller Department](#). The rates for 2022 are listed below. Please check the most recent rates and procedures from the UFS and use those to calculate your budget for your application.

- Mileage Reimbursement: 58.5 cents/mile
- Lodging (low-cost city): \$138/day
- Lodging (high-cost city): \$222 (list of high vs. low cost cities at UFS document)
- Per diem (in state and low-cost cities): \$64/day
- Per diem (out of state high-cost cities): \$74/day

A Successful Professional Development Application has:

1. [A completed application form with Department Chair signature.](#)
2. Included on the form a clear but concise statement indicating:
 1. How your funds will be used
 2. Why the professional opportunities are important for your career and the work you do at PSU
 3. How the specific items and/or reimbursements you are requesting match your professional development goals (clearly match your professional development goals to your requested budget items)

3. A clear budget with line items, showing which PD Funds will be used for what particular expenses, and which budget items will be covered by other sources (other grants, in-kind, out of pocket)
4. [OPTIONAL] Any supplemental documents that will help the reviewers understand the proposed project. This could include: enrollment confirmations for workshops or trainings, letters of acceptance, conference information, cost estimates for flights, equipment, services, etc. Attach these documents onto the application form where indicated.
5. If the PSUFA PD Committee contacts you requesting more information about your application, please respond with that information promptly.

If you have any questions please contact [benefits\(at\)psufa.org](mailto:benefits(at)psufa.org)