



Professional Development Fund Grant Application Guidelines:

Overview:

PSUFA recognizes the importance of support for faculty members' professional growth and scholarly/artistic work beyond teaching. PSUFA administers the Professional Development Fund 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. Applications, consisting of a short statement of intent and a simple estimated budget, are reviewed by a committee of PSUFA members and then processed by the PSU Office of Academic Affairs. While the Professional Development Fund is a pool, we strive to achieve fairness in the distribution of funds throughout the year and amongst applicants. Please see the guidelines below so that your application can be as successful as possible.

Eligibility:

To be eligible, applicants must be teaching or researching at PSU **during the academic year** in which request for funding is submitted.

Funding Priorities:

- Preference is given to faculty who are presenting, performing, or conducting primary research or artistic work (art gallery presentation, performance, etc.) 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.
- If you are applying for travel, PSUFA can cover the costs of transportation, hotel (up to \$216/night), and per diems according to the standard IRS deduction (\$608per day).

Funding Restrictions and Guidelines:

- If you are applying for funds to purchase equipment or technology, it is important that you know that they will be the property of PSU and departments may or may not ask for it back if/when your employment ends.
- PSUFA **CANNOT** pay applicants for research hours worked.
- Applicants **CAN** request equipment/materials necessary for their work (including supplies and shipping for research or artistic projects). However, applicants **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.



- Specific items that CANNOT be funded by the Professional Development Fund includes: home office charges, furniture, desks, lamps, chairs, etc.

A Successful Professional Development Application has:

1. An application form with Department Chair signature.
2. A clear but concise statement that includes:
 - How your funds will be used
 - Why the professional opportunities are important for your career and the work you do at PSU
 - 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, any in-kind donations or funding received from other sources, and relevant supporting documents where necessary. (These might include enrollment confirmations for workshops or trainings, letters of acceptance, conference information, and estimates for flights, equipment, services etc.) For your ease, we have created a simple budget form, feel free to edit as needed.

Receiving the Funds for Approved Professional Development Grants:

Funds are dispensed through the applicant's department. Recipients and their Department Chairs will be sent a notice sheet. It is up to the applicant to follow up with their Department Chair and Department Admin to receive the funds after they have been awarded.

Recipients may find the following PSU forms useful for getting reimbursements, funds for travel, etc.

Common [PSU University Financial Services](#) Forms (check UFS website for most recent form):

- [Travel Advance Request](#) (PDF)
- [Travel Authorization](#) (PDF)
- [Travel Reimbursement Request](#) (PDF)
- [Personal Reimbursement](#) (PDF)