

## CSM SUPPLEMENTAL FUNDING FOR FACULTY DEVELOPMENT (SFFD)

Faculty members in the College of the Sciences and Mathematics are invited to apply for the Supplemental Funding for Faculty Development (SFFD) award.

### Important Dates

Submission deadline: Monday, November 28, 2022 at 11:59 pm

Award notifications will be emailed the week of December 12, 2022.

Awards are for the period of January 15, 2023 to June 15, 2023.

### Purpose

The purpose of the SFFD award is to support and encourage the professional development of the College of the Sciences and Mathematics faculty. The maximum award is \$1,250.00, which can be used for a variety of purposes, as described below.

### Eligibility

Tenured or tenure-track regular faculty members with an appointment in the College of the Sciences and Mathematics are eligible to apply. Priority will be given to proposals by applicants who have not received a grant from the Dean's Office in the previous year, probationary faculty members, and senior faculty members undertaking a major scholarly initiative.

### Scope

SFFD awards are made from discretionary funds available to the Dean of the College of the Sciences and Mathematics and are synchronized with the fiscal year. Use of funds must comply with relevant PASSHE policies.

Specifically, SFFD awards will fund the following budget items:

- Purchase of equipment or supplies related to a specific research project.
- Stipends for students to participate in research projects during the academic year or summer through June 15th.
- Pay for page charges and other publication costs.
- Expenses associated with data collection on a specific project.
- Faculty professional development funds to design a high-impact experience for students.
- Faculty professional development funds to study/analyze an area of concern in a course, pedagogical approach, curriculum design, etc. related to student success.
- Faculty conference or travel participation that is consistent with university rules on travel at the time the awards are made. These may be virtual opportunities.
- Interdisciplinary research projects.

Exclusions:

- SFFD does not fund alternate workload assignments (AWA) to pursue a scholarly project. Faculty are encouraged to apply for RAWA for the release time.
- Cost for hosting guest speakers.
- SFFD does not fund the following: purchase of equipment that does not directly support a specific research project, department seminars, and materials or supplies used for classroom instruction.
- Proposal duplication is not allowed.

PASSHE's *Tax Procedure 2015-6: Reimbursements for Meals to Employees Who Are Not in Overnight Travel Status*, which is consistent with IRS regulations, states that in order for meals that are reimbursed as travel expenses to be excludable from wages, employees must be traveling overnight and away from their tax home. (Tax home is the general area of work, not the employee's residence.) The application of this policy means that meal expense reimbursements will be paid via payroll rather than Accounts Payable and taxed as compensation when the employee is not in overnight travel status. For example, if an employee travels to a sampling site for one day, the cost of the lunch is considered taxable and will be paid to the employee via payroll.

## Application Guidelines

All applications must be submitted via InfoReady. A confirmation email will be sent to the applicant and their chair after the submission has been received. Email submissions will not be accepted.

The application for an SFFD award must consist of the following materials:

1. **Project Narrative.** A maximum of 2 pages, single-spaced, 12-pt font. As a cover sheet is no longer required, please include the project title and applicant's name on the first page of the proposal, ideally in the header. A narrative description of the proposed project that contains the components listed below must be provided. The parts of the proposal should be labeled, using the topics below as section headings. The evaluation of the proposal will be based, in part, on how the narrative description addresses these topics:
  - **Summary of Project Goals**
  - **Description and Rationale**
  - **Proposed Outcomes**
2. **Budget.** 1 page. Budget components must be itemized as specifically as possible and expenses must be based on research about relevant costs. A justification for each item must be provided, explaining why the item is needed to complete the project.

## Evaluation

SFFD applications will be evaluated by a review committee selected by the CSM Dean's Office. Be advised that it can be difficult to evaluate the quality of the project if the proposal is not written in a manner that clearly addresses all the components required in the project narrative. The reviewers may or may not be from your academic discipline.

Evaluators will score each proposal using the SFFD rubric. The proposals and ratings will therein be discussed in a panel.

Based on the scores and discussion during the panel, evaluators will place the proposal in one of three categories:

1. Highly Competitive
2. Competitive
3. Not Competitive

The recommendations of the review committee will be taken into consideration by the Dean, who will make the final decision on the awards to be made.

## Dean's Office Contact

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