



**Professional Development Committee
Kutztown University**

**Professional Development Opportunities
for the
Fiscal Year
July 1, 2024 – June 30, 2025
Application and Guidelines**

Professional Development

For all categories, proposals must be received by the Chair of the Professional Development Committee **prior** to the activity, program, event, or course for which you are requesting support. There will be limited funding for Categories 1 and 3. All applications are considered in the order in which they are received. No other prioritizing mechanisms are used. All awards are contingent upon budgetary allocations.

Application Guidelines for:

Category 1 - Individual/Group Projects

Category 2 - Individual Study

Category 3 - Instructional Materials

Category 4 - Travel Assistance for Scholarly Presentations at
Professional Meetings

Category 5 - Publication Assistance

Applications for Categories 1 – 4 must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=exekAgEq>

Applications for Category 5 must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=8JpGAgwG>

Proposals submitted to the PDC **must meet** the following criteria:

1. For all categories, proposals must be received **prior to the date** of the activity/program/event/course for which you are requesting support.
2. Incomplete proposals will only be considered at the discretion of the Committee for extenuating circumstances.

Proposals that do not meet the above criteria will not be considered.

If for any reason changes need to be made relative to an approved project, those changes must be approved by the Professional Development Committee prior to expenditures of any funds related to the altered project.

If further assistance is necessary, please contact the Office of Grants & Sponsored Projects.

Category 1

INDIVIDUAL/GROUP PROJECTS GRANTS

For the 2024 – 2025 fiscal year, only 8 awards will be made in this category on a first-come, first-served basis.

PURPOSE: Enable individuals or groups of permanent/tenure track faculty to design, propose, and carry out activities that may enhance the instruction, curriculum, and/or evaluation at Kutztown University. **Please note that faculty development rather than student development must be addressed.** Grants are up to **\$1,000** maximum per year. Any equipment purchased becomes the property of the university. This category will not fund rental of off-campus retreats. **Requests may be fully funded, funded as a percentage of the total request, or rejected.**

Applications must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=exekAgEq>

Proposals must use the following format:

- A. Applicant's name and department
- B. Title of proposed project
- C. Projected calendar of activities
- D. Description of project including:
 - 1. Purpose
 - 2. Need for project and anticipated results
 - 3. Key personnel and their qualifications*
 - 4. Project design
 - 5. Plan for evaluation and implementation
 - 6. Follow-up activities, if applicable
 - 7. Itemized budget (include justification for each item) – include other sources of funding as applicable.

*Proposals that involve student secretarial or research assistants should compute wages at current levels for both undergraduate and graduate students. Requests for hourly wage rate above those stated must be justified.

- E. Projected date for submission of final report. Failure to submit the final report in a timely fashion may jeopardize consideration for future funding.

All proposals submitted in this category must meet the criteria outlined on page 2 of the Professional Development Guidelines.

If for any reason changes need to be made relative to an approved project, those changes must be approved by the Professional Development Committee prior to expenditures of any funds related to the altered project.

Limited to one grant, not to exceed \$1,000 per fiscal year (July 1 – June 30).

Category 1 Process Steps

- 1) Develop a proposal and complete the online application.
- 2) Applicant will receive email updates regarding their application.
- 3) Applicant will receive a letter indicating if the proposal is funded or not.

After an award:

- a. Follow KU procedures to purchase items through Source Point, Direct Pay form or a purchase card. A cost center number will be provided from the Office of Grants and Sponsored Projects.
- b. Follow KU procedures for a Service Purchase Contract if hiring an external person (e.g., paying a speaker).
- c. Work with student payroll in Human Resources to hire a student.

Category 2

INDIVIDUAL STUDY GRANTS

PURPOSE: Enable individual **permanent/tenure track** faculty to enroll in a course, seminar, or workshop which is taken to improve the applicant's qualifications for her/his assigned professional responsibilities through paying fees or tuition, course materials, and travel costs. ***Linkage to professional responsibilities must be specifically discussed in the proposal.** Grants are up to a **\$800** maximum, limited to one course, seminar, or workshop per person, per fiscal year. Attendance at a professional conference is **not** an eligible expense for this grant. Multiple requests from a department to attend a single workshop will require substantial justification.

The PDC understands that the course, seminar, or workshop might be part of a conference (e.g., pre-conference workshop). In this case, Category 2 funds are not intended to fund the cost of the entire conference. The funding request should only include expenses for the workshop, not the entire conference. Funding from Category 2 can be used in combination with funding for Category 4 (e.g., presenting at a conference and plan to attend pre-conference workshop); however, only the workshop fee will be paid from Category 2.

Applications must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=exekAgEq>

Proposals must use the following format:

- A. Applicant's Name and Department
- B. Title of course, seminar, or workshop and name of institution or sponsoring organization
- C. Date of course, seminar or workshop
- D. Description of project including:
 1. Purpose (including need and anticipated results)
 2. How will this seminar or workshop improve your qualifications for your assigned professional responsibilities? * Provide specifics of the potential benefits of attending the seminar including the linkage to your course(s) or other programs within your department or development of a new course. You must be specific in naming the course(s) or program.
 3. Itemized budget – include other sources of funding as applicable.
 4. Projected date for submission of final report. Failure to submit the final report in a timely fashion may jeopardize consideration for future funding.
 5. Brochure or application copy indicating cost and dates

All proposals submitted in this category must meet the criteria outlined on page 2 of the Professional Development Guidelines.

If for any reason changes need to be made relative to an approved project, those changes must be approved by the Professional Development Committee prior to expenditures of any funds related to the altered project.

Limited to one grant, not to exceed \$800 per fiscal year (July 1 – June 30).

Category 2 Process Steps

- 1) Develop a proposal and complete the online application.
- 2) Applicant will receive email updates regarding their application.
- 3) Applicant will receive a letter indicating if the proposal is funded or not.

After an award:

If the individual study grant involves travel, use the Travel Management System to create a travel request, and then after travel an expense report to obtain the granted award. The appropriate cost center will be provided in the award letter. This link leads to more information about the Travel Management System:
<https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable.html>

Category 3

INSTRUCTIONAL MATERIALS GRANTS

For the 2024 – 2025 fiscal year, only 8 awards will be made in this category on a first-come, first-served basis.

PURPOSE: Enable individual permanent/tenure track and temporary faculty to purchase items necessary to develop experimental instructional materials for new or existing university courses. The requested funds should support a novel approach and/or new direction for a course. Funds for student secretarial or research assistants to achieve goals may be included. Any equipment purchased becomes the property of the university. Grants will be funded up to **\$1,000** maximum for this category. Repeat proposals will not be considered. Departments may not submit more than one Instructional Materials application.

Applications must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=exekAgEq>

Proposals must use the following format:

- A. Applicant's name and department
- B. Title of proposed project
- C. Projected calendar of activities
- D. Description of project including:
 1. Purpose (including need and anticipated results)
 2. Project design (implementation and evaluation)
 3. Itemized budget (including experimental nature for item) – include other sources funding if applicable.
 4. Grants involving student secretarial or research assistants should compute wages at current rates for both undergraduate and graduate students. Requests for hourly wage rates above those stated must be justified.
 - 5. Include a statement on how the innovation will be sustained if successful with out PDC support.**
- E. Projected date for submission of final report.

All proposals submitted in this category must meet the criteria outlined on page 2 of the Professional Development Guidelines.

If for any reason changes need to be made relative to an approved project, those changes must be approved by the Professional Development Committee prior to expenditures of any funds related to the altered project.

Limited to one grant, not to exceed \$1,000 per fiscal year (July 1 – June 30).

Category 3 Process Steps

- 1) Develop a proposal and complete the online application
- 2) Applicant will receive email updates regarding their application
- 3) Applicant will receive a letter indicating if the proposal is funded or not

After an award:

Follow KU procedures to purchase items through Source Point, Direct Pay form or a purchase card. A cost center number will be provided from the Office of Grants and Sponsored Projects.

Category 4

TRAVEL ASSISTANCE FOR PROFESSIONAL AND SCHOLARLY ACTIVITY

Funding is available on a limited basis for temporary faculty. Maximum award is \$600 for temporary faculty and \$1,000 for tenured/tenure track faculty.

Applications must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=exekAgEq>

A. Scholarly Presentations at Professional Venues

PURPOSE: Assist permanent/tenure track and temporary faculty in making invited scholarly presentations to their peers at professional venues by providing “travel assistance” funds. The following roles qualify: presenter of a paper; featured speaker; poster presentation; responder/discussant to a paper; moderator, host or session chair; performer or exhibitor in a one-person show. Roles that do not qualify for grants include but are not limited to: attendance; proposer of a session; delegate to an assembly; journal editor; or officer. Documentation from the meeting organizer describing the qualifying role must be included in the Category 4 application. Travel for faculty members who can demonstrate they have a written prepared response to papers may be considered. This category is intended to fund presentations for the purpose of individual professional development. **The Committee will not fund the same presentation twice.**

- B. Travel assistance for meetings whose sole or primary purpose is devoted to enhance ability to compete for, or opportunities for, “outside” funding by public or private agencies.
- C. Travel assistance to support collaborative work with colleagues in the same, or a related, discipline at other research, educational, or professional institutions.
- D. Faculty participation at the State of Higher Education Faculty Professional Development Council sponsored events.

PURPOSE: Assist faculty who have been requested by their respective deans to represent their colleges and the university at a State System of Higher Education institution’s professional meeting or one that is sponsored by a State System of Higher Education Faculty Professional Development Council grant. (Travel assistance support for this subcategory is in addition to the total of \$1,000 per year for which an individual may request travel assistance.)

Any other category of participation not included above must be approved by the Professional Development Committee.

A presenter supported by funds from the Professional Development Committee must have Kutztown University affiliation listed in the meeting materials.

Limited to one grant, not to exceed \$1,000 in total per fiscal year (July 1 – June 30) excluding those in D.

E. Deadlines for “Travel Assistance” Applications and/or Request

Applications or requests for travel assistance for fall and winter semester scholarly activity through January 31st may be submitted after July 1st. Applications and requests for spring semester and summer activities, February 1st through June 30th may be submitted beginning October 1st. Requests are processed in the order in which they are received.

Request for travel funds must be received by the Committee prior to date of travel. Exceptions may be considered in extenuating circumstances.

Rental cars are not be an allowable cost except for rental cars through the KU process with Enterprise.

F. Format for Travel Assistance Grants

1. Upload as part of the online application:
 - a) Letter of acceptance, invitation, or award from appropriate organization, which describes the qualifying role for Category 4 funding.
 - b) Registration information including dates, fees, and amount paid. (Register on time to avoid late fees. This will save the Committee funding, which can be used to fund other proposals.)
2. A typed abstract (in English) of a minimum of 150 words and maximum of 250 words, with sufficient detail, to allow the Committee to understand the scholarly nature of the work you are presenting, must be included in your application.
3. Itemized budget – include other sources of funding as applicable.

The Professional Development Committee funding cannot be used for membership or journal fees.

Late fees for registration will not be supported without strong justification.

All proposals submitted in this category must meet the criteria outlined on page 2 of the Professional Development Guidelines.

If for any reason changes need to be made relative to an approved project, those changes must be approved by the Professional Development Committee prior to expenditures of any funds related to the altered project.

Category 4 Process Steps

- 1) Develop a proposal and complete the online application.
- 2) Applicant will receive email updates regarding their application.
- 3) Applicant will receive a letter indicating if the proposal is funded or not.

After an award:

Use the Travel Management System to create a travel request, and then after travel an expense report to obtain the granted award. The appropriate cost center will be provided in the award letter. This link leads to more information about the Travel Management System: <https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable.html>

Category 5

PUBLICATION ASSISTANCE

PURPOSE: Intended to offset publication costs in any discipline and support the scholarly productivity of **permanent and tenure-track faculty**. This fund will support expenses incurred in single-authored publications, publications where a KU faculty is first author, as well as the installation of art exhibits for which the applicant is the artist. Journal articles and books must be formally accepted for publication by a selective, high quality, reputable, and recognized scholarly press. Be aware that there are predatory journals/publishers that must be avoided. It is recommended that faculty discuss the proposal with their chairperson or dean and their PET committee chairperson prior to submitting to help determine legitimacy of the publisher or exhibit. Receiving funding from this grant does not guarantee recognition by the PET committee.

The publication assistance funds are inclusive of costs associated to artwork and maps embedded in articles, non-print media such as electronic books and journals, and other special production elements. Non-allowable use of funds includes dust jacket artwork, indexing, page or reprint costs, and marketing fees.

Publication funds from current research grant awards should be utilized prior to applying for publication assistance through the PDC.

Limited to one grant, not to exceed \$500 per fiscal year (July1- June 30).

Applications must be submitted using the online system at <https://app.perfectforms.com/player.htm?f=8JpGAgwG>

Proposals must take the following format:

- A. Applicant's name and department.
- B. A concise description of the publication or details of an installation event in plain language, providing an overview of the project. The description should include the significance of this event in your immediate and long-term career or creative objectives, along with a statement of why assistance is requested.
- C. Copy of proposed project budget, indicating where the funds will be applied. Include all funding sources and allocated amounts for the project in the submitted budget.
- D. Letter indicating formal acceptance of the work with a description of plans for publication or installation.
- E. A copy of the current contract with publisher or installation site indicating expense details.

F. A short letter or email (couple of sentences) from the department chair or dean indicating support of the project, confirming the high standards and legitimacy of the publisher or exhibit event.

Project should be completed within one year of the funds being awarded.

A PDF of the publication or documentation of installation should be provided to the Committee upon completion of the project.

Should the publication not occur, funds should be returned to the Committee.

Category 5 Process Steps

- 1) Develop a proposal and complete the online application.
- 2) Applicant will receive email updates regarding their application.
- 3) Applicant will receive a letter indicating if the proposal is funded or not.

After an award:

Follow KU procedures to purchase items through Source Point, Direct Pay form or a purchase card. A cost center number will be provided from the Office of Grants and Sponsored Projects.