



Professional Development Fund Grant Application Guidelines

Overview:

PSUFA recognizes the importance of support for faculty member's professional growth and scholarly 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, 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;
- have completed 6 terms of employment at PSU.

Funding Priorities and Restrictions:

- Preference is given to faculty who are presenting, performing, or conducting professional development activities 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 \$150/night), and per diems according to the standard IRS deduction (\$60/per day).
- 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.
- Please note: PSUFA cannot pay applicants for research hours worked. If you would like to use funding towards research, please itemize and apply for any costs associated such as tools, services, etc.

A Successful Professional Development Application has:

- An application form with Department Chair signature;
- A concise statement about how funds will be used and why the professional opportunities are important for your career and the work you do at PSU;
- 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.

Dispensement of Funds for Recipients of Professional Development Grants: Funds are dispensed through the applicant's department. Recipients may find the following PSU forms useful for getting reimbursements, funds for travel, etc.

Common PSU University Financial Services Forms (<http://www.pdx.edu/financial-services/formpolicies>):

- Travel Advance Request
- Travel Authorization
- Travel Reimbursement Request
- Personal Reimbursement