Development Fund Request Guidelines

We accept applications in both fall and spring following the deadlines below.

Fall Deadline	For development activities that occur from October to March	**Application Due:** 1st Monday of October
Spring Deadline	For development activities that occur from April to August	**Application Due:** 1st Monday of March

Purpose: Provide faculty funds for developmental activities not available through other sources at the university.

Eligibility: All full-time UHCL faculty, and we especially encourage applications from junior faculty. Group submissions are allowed; the maximum award for group submissions will be $1000 (may vary based on current center budget).

Anticipated Individual Award: We anticipate the maximum award will be $1000 (may vary based on current center budget).

There are Three Tracks of Funding:

Track 1 - Developing and Transferring Knowledge & Skills

Goal: Increase on-campus expertise that can be transferred to other faculty.

Requirements: (1) Improve your knowledge and/or skills, and (2) improve knowledge and/or skills of other UHCL faculty

Examples of activities in this track include:

- Attend a teaching conference and present information from that conference to UHCL faculty
- Attend an academic skills workshop and present information from that workshop to UHCL faculty
- Attend an academic leadership conference and present information to aspiring UHCL faculty leaders

Products: After gaining the knowledge, it is expected that a product will be developed for UHCL faculty. This product could be a workshop for faculty, Canvas module, etc. Typically, faculty are ineligible for another request until the product is delivered.

Track 2 – Creating a Resource Product or Event

Goal: Provide faculty with a resource they need, which will improve their faculty development at UHCL

Requirements: Creates a useful product or event for a broad group of faculty members.

Examples of activities in this track include:

- Organize a professional development conference or workshop at UHCL that has broad faculty appeal.
- Develop a resource product (e.g., mentoring workbook) that can be shared broadly with the university.

Products: Generally, there is a final product that can be used through open-source or a creative commons license that allows current and future faculty to use. Typically, faculty are ineligible for another request until the product is delivered.

Track 3 - Improving Faculty Mentoring Networks

Goal: Improve your or other faculty members' internal or external mentoring network.

Requirements: Clear plan of how this activity would increase the breadth, depth, or quality of your mentoring network.

Examples of activities in this track include:

- Travel to a small disciplinary meeting with high levels of participant interaction.
- Travel to another university or industry setting to make connections.
- Invite potential mentor to travel to UHCL for consultation/workshop.
- Purchase books, webinars, or other materials to assist with a faculty mentoring program.

Products: At the end of the plan, you will be asked to describe how the activity has improved your or other faculty members' mentoring network. Typically, faculty are ineligible for another request until the product is delivered.

Funding Limitations for All Tracks

- Activity must follow university spending regulations and funds must be spent before May 31st.
- Funding for food is not available.
- Funds cannot be used to pay salaries/labor costs for the faculty member.
- A faculty member may only receive $1000 total from these awards during a fiscal year.
- If you apply for Track 2 funds, you can request stipends for individuals performing the work in the creation of the resource.

Proposal Selection:
The CFD Faculty Advisory Board evaluates the proposals and makes recommendations for funding using a rubric that measures the below criteria.

Track 1 – Developing and Transferring Knowledge

- Impact on the proposer's faculty development
- Impact on the development of other UHCL faculty
- Cost effectiveness of the proposal (uses resources wisely and minimizes cost)

Track 2 – Creating a Resource Product or Event

- Impact on the ability of other UHCL faculty to perform their work
- Cost effectiveness of the proposal (uses resources wisely and minimizes cost)

Track 3 – Mentoring Network

- Impact on the proposer's (or other faculty members') mentoring network
- Impact on the proposer's (or other faculty members') faculty development
- Cost effectiveness of the proposal (uses resources wisely and minimizes cost)

Proposal Submission

To submit a proposal, answer the following questions by filling out an application here by the cycle deadline.

1) Name, College, and Faculty Rank

2) Describe the faculty development activity (200 words or less)

3) Indicate which track you are applying for.

4) Answer the following questions for that track (500 words or less):

Track 1 – Developing Transferable Expertise

A) Describe how it benefits you as a faculty member

B) Describe how it would benefit other UHCL faculty

C) Describe how you might share any knowledge or skills learned with other UHCL faculty

Track 2 – Creating a Resource Product or Event

A) Describe the resource product or event

B) Describe how the resource product or event would impact other UHCL faculty

Track 3 – **Improving Your Mentoring Network**

A) Describe how this activity would benefit your faculty development

B) Describe and detail how this activity will improve your or other faculty members' mentoring network including:

- What mentor/mentee connections would be made with these funds?
- What area would this mentor likely benefit? (e.g., teaching, research, career development)
- What would this mentor provide? (e.g., knowledge/skills, collaboration opportunities, substantiative feedback, access to opportunities, career development guidance, external review letters, etc.)

3) Include a budget for the activity. Please include all expenses, how much you are requesting, and other sources of funding, including self-funding. Funds need to be encumbered by May 31st.

4) State whether this funding is eligible for FDF/FDSF funding

5) State whether you have received any other CFD Fund Request since Fall 2020. If yes, list any CFD funding received.

6) Upload any supporting materials.