



## **Faculty Development Funding Procedure**

### **Description:**

The College of Science & Mathematics provides grant funding in its budget to support faculty development and faculty travel to attend professional conferences. In the College of Science & Mathematics, grants support faculty scholarship, faculty and student research, the scholarship of teaching and learning, and publishing (page charges). Support from the dean's office typically does not exceed \$1000.

Examples of projects eligible for funding include:

- Primary research - either theoretical or applied
- Scholarly projects involving students
- Research on the scholarship of teaching and learning
- Professional certification
- Attendance at professional conferences, especially if making a presentation, but other requests will be considered
- Other projects, as deemed appropriate by the Department Head and the Dean

The purpose of these grants is to encourage faculty members to start or resume research and creative projects. The grants should not be seen as a source of continuing research funding, but rather as a way of starting research; i.e., more as seed grants than continuing support. In many cases it is hoped that they will lead to the faculty members acquiring funding from outside agencies. All full-time members of the North Georgia faculty from the departments of Biology, Chemistry/Biochemistry, Mathematics and Physics may apply for a faculty development grant.

The grants will be awarded on a competitive basis within the College of Science & Mathematics. The Dean will review proposals based on input from the PI and the department head. If more proposals are received than can be funded, the dean may appoint a peer review committee to assist with ranking proposals and identifying worthwhile projects. Projects may be done at any time, beginning with the fall semester and continuing through June of the following year. Keep in mind of 'year-end closeout' whereby all funding must be encumbered by March 31st.

### **Guidelines:**

A complete application consists of the following:

1. A project title and a one-paragraph summary description (see cover sheet attached).
2. Project description (no more than two pages, single-spaced).
3. Project rationale - explain how this project benefits you, your students, your department, and/or North Georgia (limited to one page, single-spaced).
4. Itemized budget.
5. The Department Head should provide a brief but substantive written evaluation and recommendation.
6. At the conclusion of the grant period, a brief (one or two page) final report of the work supported by the grant must be submitted.



**UNG** UNIVERSITY of  
NORTH GEORGIA™  
COLLEGE OF SCIENCE & MATHEMATICS

**Faculty Development Funding Request**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Summary Description of Project (Attach a one to two page description, the project rationale and an itemized budget sheet):

Department Head's Evaluation & Recommendation:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DH's Funding Decision:  Not Approved  Approved up to the Amount: \$ \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Funding Decision:  Not Approved  Approved up to the Amount of: \$ \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_