FAU Wilkes Honors College

Faculty Development Award Program

**Project Description Form & Application**

An application may be made to the **Faculty Development Award Program** for funds to aid faculty members in research, networking within their fields, pedagogical training, and intellectual growth. The activities to be funded must meet one or more of the following criteria: (1) to bring speakers to campus (paying for travel and honorarium) and to host conferences on topics of interest; or (2) to fund a faculty member’s research that is not funded through other sources; or (3) to fund a faculty member’s conference-related travel that is not funded through other sources (e.g., for attending conferences at which the faculty member is not presenting, but where the faculty member’s attendance is needed to advance his or her career).

The committee will give high priority to interdisciplinary events that are requested by multiple faculty members. Preference will also be given to those faculty members who have not previously received a Faculty Development Award in any yearly cycle.

While faculty members may apply for a Faculty Development Award multiple times in one year, each may receive no more than one award per academic year for an individual application (for research or conference travel). This limitation does not apply to requests by multiple faculty members for a Faculty Development Award to fund interdisciplinary events or speakers.

For hosting speakers and conferences, the range of awards for this program is up to $1,200 for a single speaker or up to $1500 for multiple speakers.  For research or conference related travel, the range is up to $500 or 10% of the funds available at the start of the academic year, whichever is greater.  In no case, however, is this limit to exceed $1,000, for research or conference-related travel. Applications are reviewed as they are received during the Fall and Spring semesters, and awards are granted as deemed appropriate by the committee. During the Summer, applications are reviewed at the availability of the committee. All applications must be submitted and awards receivedat least ten days before incurring the travel or research expense the award is intended to support.

Awards must be used for their intended purpose and within the timeframe indicated on the application.

**Project Description: (Provide a brief statement of the activity for which funding is requested, the expected benefit of the activity, and any other factor which makes this a good investment of funds.)**

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(Continue next page if necessary)

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# Proposed Budget: (Please provide a budget for the proposed activity. Detail the proposed expenses associated with the categories listed below. Attach an additional sheet if necessary.)

|  |  |  |
| --- | --- | --- |
| Airfare | $ |  |
| Accommodations | $ |  |
| Ground Transportation | $ |  |
| Other (explain) | $ |  |
| Other (explain) | $ |  |
| Other sources of funding (required) | $ | (     ) |
| Total Expected Cost ……………… | $ |  |

Submit application plus up-to-date CV to the chair:

* Ashley Kennedy, [kennedya@fau.edu](mailto:ccaneteq@fau.edu)