

UCSC Unit 18 Non-Senate Faculty Professional Development Fund

Updated August 2023

Each year UCSC offers Unit 18 Non-Senate Faculty (NSF) grants from a professional development fund (PDF) for the purpose of advancing the pedagogy of NSF at the campus. The grant program is overseen and managed by the NSF PDF Council comprised of UCSC Non-Senate Faculty. The NSF PDF Council reviews and makes recommendations on grant requests. Final approval and disbursement is managed by UCSC Administration.

Two NSF PDF grant opportunities are available: **small grants** (requests for less than \$900) and **large grants** (requests for \$900 or more).

SMALL PDF GRANT

Funding: Requests for less than \$900

Purpose: The small grant program provides funding for small projects, training, conference participation and attendance, and special equipment or library purchases. Funding requests for a variety of curriculum or teaching-related professional development activities are also considered.

Application Review: Small grant applications are accepted and reviewed throughout the academic year. Small grant applications for professional development activities that have or will occur late in the current grant cycle must be submitted no later than June 1st.

LARGE PDF GRANT

Funding: Requests for \$900 or more

Purpose: The large grant program provides funding for activities similar to small grants, including conference participation, training, and curriculum development and initiatives, as well as other projects.

Application Deadline: Large PDF grant applications are due by **midnight on the first Friday in April**.

Award Restrictions: The NSF PDF receives an annual allocation. In order to distribute the funds equitably, the PDF Council may recommend partial funding for some proposals. The limit on NSF PDF grants is a maximum of one large grant and up to two small grants per person per academic year. All requests are required to adhere to the guidelines and conditions.

Summer: NSFs seeking a PDF grant for a professional endeavor that will or did occur during summer must submit an application during the regular academic year (fall, winter or spring quarter).

NSF PDF Contact: The 2023-24 NSF Professional Development Fund Council Chair is **Derede Arthur**. Contact Derede with any questions or needs you may have regarding this grant program at dlarthur@ucsc.edu or (831) 261-4641.

NSF Professional Development Grant Rules and Guidelines

Eligibility

A UCSC Unit 18 NSF with an appointment in the current academic year may apply for an NSF PDF Grant.

Applications

- The annual NSF PDF grant cycle begins on July 1st and ends on June 30th of each year.
- Applications can be for a professional development activity in the current or next grant cycle.
- Small grant applications for professional development activities that have or will occur late in the current grant cycle must be submitted no later than June 1st.
- **Retroactive funding may be requested** for expenses that were incurred in the current grant cycle.
 - Applications require an itemized budget and copies of all applicable receipts.
 - PDF grants cannot be approved for an activity or purchase that occurred in the previous grant cycle.
- **Future funding** may be requested for expenses related to an activity that will take place in the current or next grant cycle.
 - Applications require an estimated budget and copies of receipts for any expenses already paid for by the applicant. Final expenses (documented by receipts) must be incurred within 12 months of the date on which the grant is awarded.

Funding

- Funding is awarded via reimbursement by the appropriate divisional business office.
 - If the receipts submitted for the reimbursement total less than the amount awarded, the recipient will receive only the reimbursement amount.
 - If the receipts submitted for the reimbursement total more than the award, the applicant may submit an amended budget to the NSF PDF Chair for consideration. Additional funding recommendations require approval from University administration before additional funds can be reimbursed.
- All expenses incurred on a trip must be accounted for on a completed, signed, and approved Post Travel Expense form within 45 days of trip completion. Refer to the **Travel and Reimbursement** section below for details.

Conditions and Restrictions

- **Applications must be complete to be considered.** The PDF Council will return applications that lack required signatures, budget, the statement of pedagogical relevance, etc.
- If a grant is awarded in advance of a professional development activity, the funding remains contingent upon Unit 18 service in the academic year in which the activity occurred.
- Professional Development Funding in any amount is awarded for specific, approved purposes.
 - If an applicant wishes to use the awarded funding for a different purpose, the previous award is forfeited and a new application is required. In these situations, the applicant must notify the PDF Council Chair and the divisional business office that the original approved funding will not be spent, so that the funding can be reallocated to the NSF PDF budget.
- Any other sources of support (e.g., other grants, college funding, etc.) that are related to the request must be disclosed.

- Grants may not fund meals, tips, per diems, or stipends.
- Grants may not fund book projects.
- Grants are typically not awarded for course support or course materials (software, etc.) that should be supported by colleges, departments, or other campus offices.
- Applicants are required to seek the lowest-priced airfare and to pay for any travel upgrades on their own. For current travel guidelines, see the [Travel Guide](#) or [COVID-19 & Travel](#).
 - Airfare and travel are to be budgeted for the time of the activities; if an NSF chooses to spend additional time for personal reasons before or after a funded activity, additional travel costs will not be reimbursed. Travel quotes should be obtained just for travel pertaining to the activity, even if a different travel schedule is actually purchased.
- Proposals for the purchase of library material or technical equipment must be supported by a statement from the NSF's department chair or college provost, stating that the item is not available from the department or college.
- Purchases from NSF PDF grant become the property of the University of California.
 - Library materials purchased (e.g., books, media, etc.) will be housed in the appropriate campus library.
 - Equipment purchased will be housed in UCSC's ITS/Learning Technologies Equipment Checkout facility or in the NSF's department, college or division.
- Any publication, either professional or popular, resulting from activities funded by the Unit 18 Professional Development Program shall acknowledge support from the NSF Council on Professional Development and the University of California, Santa Cruz.
- The NSF PDF Council and University administration reserve the right to seek clarification of any issue arising from an applicant's proposal.
- A recommendation for approval of a grant request by the PDF Chair and the PDF Council is not a guarantee of funding unless funds are:
 - approved by University administration;
 - spent according to University guidelines; and
 - follow University policy and procedure for travel, purchasing, and reimbursements

Award Notification

After review, the NSF PDF Council Chair forwards grant recommendations and applications to UCSC administration. UCSC administration makes the final decisions and notifies grant recipients of their awards.

- Small grant applications are reviewed on an ongoing basis by the PDF Council Chair. Applicants typically receive notification of the decision within one month of submitting their application.
- Large grant applications are reviewed and recommended by the NSF PDF Council. Applicants typically receive notification of the decision within five to six weeks of the annual deadline.

NSF PDF Grant Report

After completion of the activity, awardees are strongly encouraged to submit a short narrative to the NSF PDF Council describing and evaluating the benefit derived from the award.

Serving on the NSF Council - The NSF PDF Council encourages grant recipients to consider representing their division on the council in the future.

Budget Expectations and Guidelines

All applications must be accompanied by a detailed expense budget that includes, for example, specific rate quotes for airfare, lodging, registration fees, etc. [Refer to the Personal Automobile Usage section in the Travel Guide](#) for current travel mileage rates.

Here is a sample budget:

Attendance at the Modern Language Association Meeting, Chicago Illinois, December 26-29, 2022

Round trip auto to San Jose Airport:	60 miles @ \$0.58	\$34.80
Parking at San Jose Airport:	4 days @ \$22.00	\$88.00
Hotel Northwestern, Chicago:	4 nights @ \$75.00	\$300.00
Air travel round trip to Chicago		\$325.00
Attendance fee for MLA		<u>\$100.00</u>
	Total	\$847.80

Budget Requirements

Airline Travel: Indicate the estimated price for the ticket as well as the date of the estimate. If you plan to do any personal travel before or after the dates of the grant activities involving airline flight, please indicate any differences in the estimated airline ticket price of the travel. The University will not pay any travel costs that exceed those needed for the grant period.

Other Travel: This includes taxis, bikes, rental cars, ferries, etc. required for your grant activities. Indicate the destinations and the date in all estimates.

Attendance/Entrance Fees: Indicate costs and fees charged by conferences, workshops, etc. Specifically name the event, location, and dates.

Professional Supplies: Indicate the costs associated with the purchase of items such as software, tools, instruments, supplies, materials, equipment, books, scores, CDs. Attach cost confirmations wherever possible.

Accommodations: Indicate the costs associated with stays in hotels, hostels, dorm facilities, etc.

Miscellaneous: Indicate any other expenses associated with your project that are not covered by the above categories. Per diems, tips, stipends and reimbursements for food are not allowed.

Retroactive funding requests: Attach copies of all appropriate receipts and itineraries; retain original receipts as they will be used for University reimbursement.

Future funding requests: Attach copies of any available receipts and document other anticipated expenses.

Travel and Reimbursement

For current guidance, see the [Travel Guide](#) or [COVID-19 & Travel](#). For reimbursement for travel impacted by COVID-19, please see https://financial.ucsc.edu/Pages/Travel_Reimbursement_COVID.aspx.

Once UCSC administration notifies you of your award, contact your divisional business office as soon as possible to learn about the reimbursement process, policies and procedures to be

followed, and forms to be completed. An NSF whose grants involve travel are strongly encouraged to contact their divisional business office prior to booking their travel, and/or with travel personnel in the FAST office, to make sure they are in compliance with travel guidelines and policy.

As with many small grant programs from public institutions, funds for this program are almost all paid out as reimbursements (in rare cases, purchases can be invoiced). Reimbursement requests must be reviewed and approved by UCSC financial personnel. Although every effort is made to process reimbursement requests as quickly as possible, this process necessarily results in NSF paying approved expenses out-of-pocket and then waiting for reimbursement.

University policy requires that a completed and signed [Post Travel Expense](#) form be submitted to FAST within 45 days of trip completion. It is strongly recommended that the completed PTE form and documentation be submitted within 10 days of returning from travel. Payment of a travel expense reimbursement request submitted after the 45-day deadline is subject to IRS tax withholding. Barring no issues with the documentation submitted, reimbursements are usually processed within three to six weeks.

Expenses and reimbursements are subject to University policy. NSF PDF grants must adhere to the University's financial policies. UCSC's [Financial Affairs FAST/Accounts Payable](#) website hosts the policies and forms required for travel and other kinds of reimbursement.

Frequently Used Resources and Forms

[Travel Guide](#)

[Payments & Reimbursements](#)

[Receipts](#)

[Travel Packages](#)

Frequently-Asked Questions & Answers (FAQ)

Q: Who is eligible to apply?

A: Any Unit-18 member with an appointment in the current academic year at UCSC. Lecturers with joint research and Unit-18 appointments can only apply for projects related to their professional status as a Unit-18 lecturer.

Q: What sorts of projects are eligible?

A: Projects **that contribute to a Unit 18 member's professional and pedagogical development**. These could include but are not limited to

- Academic training (e.g., taking courses related to teaching responsibilities at UCSC); hosting or participating in a professional development symposium or workshop;
- Seminar, workshop, conference, or studio attendance fees;
- Software, hardware, and technical support equipment for use in pedagogical research and/or teaching, including in special cases the purchase of books, films, or software in preparation for teaching assignments, but not in support of a specific course(s) (i.e. instructional support comes from the department). Purchased resources will remain University property;
- Travel expenses related to professional development and pedagogy. If such expenses include elements of research, fieldwork, or other scholarly endeavors, they must clearly demonstrate an ultimate beneficial impact on pedagogy or the educational mission of UCSC;
- Projects that support innovative curriculum development;
- Professional memberships, subscriptions, and fees.

The Council encourages creative project proposals and distributes awards broadly within the university community. Preference will be given to applicants who have not received a large award in the last two years. For conference funding, preference will be given to applicants who are presenting at conferences, although applicants attending conferences are frequently funded and still encouraged to apply. The Council welcomes collaborative proposals, including, but not limited to projects linked to co-taught courses and collaborative presentations.

Q: Do I need to disclose additional funding sources for this project?

A: Yes. Applicants must disclose all sources of funding for this project so that the Council can determine how much to fund.

Q: How detailed should my description of professional activity or project be?

A: In order to fund the project, the Council expects the applicant to provide a brief but **complete** description of the project not to exceed 300 words. In writing this description, the applicant should be as clear and concise as possible. Please consider the following:

1. If the applicant will attend a conference and present a paper, the project description should include an abstract (no more than 300 words). Application reviewers are not experts in every field, so keep in mind that you are writing for a general audience

- who may not be familiar with your field or research interests. Clarity is essential, as well as the relevance of the project to the applicant's specific pedagogy.
2. If the applicant will attend a conference but will not present a paper, the project description should detail the purpose of the conference and the specific disciplinary themes, strands of interest, and how it will enhance the applicant's teaching and professional development. Please name classes, rather than merely listing course codes.
 3. If the project is not a conference, the project description should clarify precisely how the project enhances the classes the applicant teaches and/or the applicant's professional development as a teacher and scholar. Please name classes, rather than merely listing course codes.

Q: How detailed should my budget be?

A: As detailed as possible. Please list budget items in order of funding priority, in case we can't fund everything. Please unbundle large (over \$500) bundled items (for example, if a bundled training also includes workshops, a magazine subscription, and other expense, we would need to know how much each of these things costs).

Please base an expected budget on a realistic estimate of projected costs at the time of purchase, not on sale prices that may no longer be available when the purchase is made. It is advisable to err on the generous side in your estimates. However, please consider that there are limited funds and many other applicants. If you find that you spend less than your estimate anticipated, the funds actually disbursed will be what actual receipts show.

Reimbursements require itemized receipts submitted as a single pdf with an appropriate name like ASmithReceipts.pdf. DO NOT book travel packages that provide a single rate for flights, hotel, and car rental. Such packages cannot be reimbursed.

Please note that we do not fund meals, per diems, tips, stipends for the applicant.

Q: I have already received my award letter from the Academic Personnel Office. When will I get my money?

A: Once the APO confirms your award, the APO sends a letter to your Divisional Business Office. If you have already submitted your receipts and (if travel is involved) a post-travel form, the Business Office can release funds. If your award is for future travel/a future event, you can be funded only after your travel or event is purchased and you've provided a pdf of your receipts. No disbursements are made in advance, since the University requires receipts for all expenditures before reimbursement.