



College of Health Professions

APPLICATION FOR FACULTY AND STAFF DEVELOPMENT AWARD

Fall Application Deadline: October 31, 2019
Spring Application Deadline: January 31, 2020

PURPOSE: To support the College of Health Professions faculty and staff in the areas of travel, research, teaching and other professional development activities.

AVAILABLE FUNDS: There will be two awards for the Fall 2019 semester and two awards for the Spring 2020 semester.

PROCESS

- Applications should be submitted to the department chair prior to the deadline. Each department chair will review and forward all applications by the deadline to the CHP Faculty and Staff Affairs Committee Chair.
The CHP Faculty and Staff Affairs Committee will review all applications within three weeks of deadline and provide funding recommendations, with a rationale, to the Dean. Recipients will be notified by the Dean's office.
Late applications will not be considered.

GUIDELINES:

- Funding priority will be given to those proposals that include the following:
- enhance professional development and support the mission, vision, and guiding principles of CHP
- support conference attendance which includes a scholarly presentation (for faculty) OR increases knowledge related to professional duties
Approximate funding amount is \$1,000.

REQUEST INFORMATION:

Form with two rows: Requesting individual: [] and Total amount requested: []

Indicate which areas this request will support (mark all that apply):

Form with four checkboxes: Travel, Teaching, Research, Other professional development

Large text box: Briefly describe other sources of funding you have investigated to support this activity:

**College of Health Professions
Faculty and Staff Development Award Application**

Include a brief description of the request (2-3 sentences):

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Materials to Submit with Application

For each application, please submit the following:

- 1) **Narrative** (1-2 pages) including:
 - A. Description of how the activity:
 - Enhances your professional development.
 - Relates to mission and vision of CHP.
 - Will be disseminated to your colleagues to share outcomes/information learned.
 - Advances your field and the mission and/or image of the university.
 - B. Detailed budget
 - Transportation costs:
 - Cost of airline ticket, include taxi/shuttle (for air travel) OR mileage
 - Estimated per diem expenses
 - Hotel/Lodging (# of days x daily rate)
 - Conference Registration fee, and/or
 - Teaching/Research/Professional development activity costs (e.g., workshop fee)
- 2) Sign and attach routing form to front of application, budget and narrative.
- 3) **Submit completed application to Department Chair prior to application deadline.**

College of Health Professions
Faculty and Staff Development Award Application
Application Directions and Routing Sheet

This form must be attached to the front of each completed application. Please follow the routing below and sign as indicated.

Name of requesting individual (Please print) :

Committee Approval
 Funding Awarded:

Funding Approved by F/S Committee?

Funding Approved by Dean?

\$			
	Yes		No
	Yes		No

Signature	Date	Directions
Applicant		1. Complete the application form 2. Attach additional pages for budget and narrative 3. Attach completed/signed travel request (OSTR) – the financial information is needed 4. Sign in the box on the left 5. <u>Submit completed application to Department Chair prior to the Application Deadline.</u>
Department Chair		1. Review applications 2. Sign in the box on the left 3. <u>Submit applications to the Faculty/Staff Affairs Committee Chair by the Application Deadline.</u>
BJ Lehecka F/S Committee Chair Bryan.Lehecka@wichita.edu		1. Review applications with committee 2. Committee approves two applications 3. Sign in the box to the left 4. Return all applications and award amounts to the Dean’s Office Administrative Assistant
Dean/Associate Dean		1. Review committee recommendations 2. Sign in the box on the left 3. Send to the Dean’s Office Administrative Assistant for distribution of award letters
Dean’s Office Administrative Assistant		1. Send letters of approval/denial to applicants 2. Send copy of approval letter and original documents to College Business Manager
College Business Manager		1. College Business Manager ensures completion of documents for CHP budget review officer review and signature 2. College Business Manager ensures reimbursement for approved expenses