
POLICIES AND GUIDELINES *

INSTITUTIONAL GOALS

Institutional goals for the faculty development awards are:

1. Provide support for faculty development that enhances the quality of teaching, learning, and overall student personal and professional development.
2. Implement an entrepreneurial philosophy that (1) takes an active approach toward delivering quality services, and (2) creates and serves new and non-traditional markets and clientele with innovative seminars, degree programs, and consultative training and technical assistance through a range of different delivery strategies.
3. Develop a state-of-the-art library/information center for undergraduate, graduate and professional students, the teaching and research faculty, and the greater Houston community.
4. Enhance and support the University research environment and opportunities.

TECHNICAL REVIEW CRITERIA

To fulfill technical requirement, proposal must be submitted within the establishment deadline and conform to the requirements as set forth in the [Faculty Development Committee Policies and Guidelines](#).

1. The University Faculty Development Committee (UFDC) reserves the right to accept or reject any proposal submitted for funding to the exclusion of all others.
2. This request for proposal (RFP) does not obligate Texas Southern University (TSU) to pay for any costs incurred prior to the execution of any contract (i.e. proposals must be approved prior to travel).
3. All proposals and their accompanying attachments will be filed with the UFDC. Materials submitted will not be returned.
4. Proposals will not be considered if all supporting documents are not attached and all forms are not complete.
5. All signatures on at least one copy of the proposal must be original signatures.
6. Documentation supporting the request must be included.

ACADEMIC REVIEW CRITERIA

In addition to the technical criteria stipulated, proposals will be reviewed according to the following.

1. Evidence that the theme of the proposed project fits priorities stated in this announcement. In that Texas Southern University is an urban institution with a legislative special purpose designation, priority is given to those projects that show a direct relevance to the fulfillment of the University mission.
2. Soundness of the proposal indicating academic quality as reflected by focused goals, detailed description of the project, and a statement of how the project will be implemented and evaluated.
3. Feasibility of the program plan as it relates to the stated goals and selected topics and activities.

ELIGIBILITY

Faculty members who apply for funds through the University Faculty Development Committee must meet The following criteria:

- Must be a full-time faculty member at Texas Southern University.
- Must have submitted a progress/final report from a previously funded trip.

PROCEDURE

You must complete the three-page Faculty Development Proposal that is available on the Office of Enhanced Faculty Research Website:

DEVELOPMENT SUPPORT

The following areas will be eligible for support under a University Faculty Development award:

1. Travel that is a part of a seed grant.
2. Travel to a professional meeting at which the grantee will present a paper.
3. Travel to present a poster.
4. Travel to attend a workshop. The grantee must specify in the proposal a plan detailing how the information learned will be shared with Texas Southern University colleagues.
5. Travel to collect data pursuant to an approved research project for the purpose of completing a manuscript or a book (i.e., to the Library of Congress to access documents that are unavailable by another method).
6. Travel to present testimony before a Congressional Committee.

NOTIFICATION OF AWARDS

Notices of the Committee's recommendation will be submitted to the Office of Enhance Faculty Research for review by the Provost. Notices of the approved application will be forwarded to the applicant and the Dean of the appropriate college by the Provost.

GRANTEE RESPONSIBILITY

The grantee is responsible for carrying out the activity as described in the grant proposal and for fiscal accountability within the terms of the budget. The grantee should exercise the initiative to acquaint him/herself with all required procedures, especially those relating to the deadline for the obligation and expenditure of funds.

FISCAL AUTHORITY AND RESPONSIBILITY

Procedures for expenditures and accounting through these grants are governed by the same regulation as all other University budgets in which state funds are involved. The grantee assumes full responsibility for authorizing only those expenditures provided for within the amount and categories specified in the budget. Exceptions to this regulation will be made only by prior approval of the Faculty Development Committee.

GRANT PERIOD

Grant expenditures may be authorized beginning with the first day of the grant period. In no case will the Committee authorize expenditures in excess of the total amount of the award, or after the closing date of the grant period. Funds, which are unencumbered or unexpended at the close of the grant period (fiscal year), will be returned to the general research and development account. Extension of an award is possible only through submission of another application.

GRANT REVOCATION

The Faculty Development Committee may revoke the grant for cause. Such revocation shall not affect any legitimate commitment, which had become firm prior to the effective date of revocation.

GRANT RELEASE

The award may be released by the grantee in whole or in part. Such release should be requested as soon as possible by the grantee following his/her decision to abandon the proposed activity.

ACKNOWLEDGEMENTS

Both published and unpublished documents generated from the project should acknowledge the support of the University Faculty Development Committee. Copies of those documents should be filed with the chairperson of the Committee. The Chairperson of the Committee should also be informed of any presentations, exhibits or performances resulting from the award and of any subsequent support obtained from outside sources.

INSTRUCTIONS FOR PROPOSAL PREPARATION

1. Submit a separate application for faculty development support for each proposal submitted.
2. One (1) copy of each proposal is due at least **1 month** before the travel date. Proposals shall be delivered to the Office of Sponsored Programs with an approved authority to travel form (ie. must have signature of applicant chairperson and dean). Ms. K. Lofton will upload the application to the UFDC Chair in PDF format. The UFDC Chair will email the application to each member of the UFDC.
3. The attached application package shall be used for all proposal requests regardless of the project category.
4. The amount requested shall be specifically identified on the cover sheet.
5. The name of the applicant shall be clearly typed at the top of each page.
6. Proposal Outline:
 - a. Proposal cover page with at least one set of original signatures.
 - b. **A General Statement of Need:** This section shall include a general statement of the purpose for requesting faculty development funds. Additionally, the applicant should provide the reviewers with some indication of the requested activity's importance within the applicant's discipline.
 - c. **A Description of the Activity:** This section shall describe the outcomes of the requested activity and/or the purpose for its occurrence. Included in this description should be a specific timetable as well as specific explanations of activities associated with the objectives of the activity. This section should also indicate the location at which these activities will take place and why.
 - d. **Benefits of the Activity:** This section shall indicate how the activity will increase the applicant's ability to perform in a satisfactory manner within his/her discipline and as a faculty member at Texas Southern University. Also included in this section shall be a statement concerning the possible consequences to the applicant and or the University if the requested funds are not granted.
 - e. **Budget:** Using the forms on pages 6, 7, and 8, this section shall include a detailed description of all costs. This would include, but not be limited to: travel, lodging, meals, registration fees, tuition, books, and supplies. Accompanying these costs shall also be

detailed explanations of the requested amounts and some indication of available funds from other resources. It should be noted that reproduction or secretarial services that are normally provided by the University are not to be included in proposal budgets.

- f. **Attachments:** All documentation supporting the proposal including confirmation letters, announcements of the seminar/conference, abstracts, etc. Must be submitted with the proposal application.

REQUIRED REPORTS

Grantees shall submit a voucher for reimbursement and the required report to the Office of Enhance Faculty Research before reimbursements can be authorized. Checks for reimbursement shall not be issued without submission of the report and voucher. Vouchers for reimbursement should be attached to the report.

REPORT FORM

This form shall be completed upon your return.
Please use a separate page.

1. Describe the relationship between your activity and any or all of the goals listed above.
2. Describe what specific tasks and/or activities you performed to achieve the goals.
3. What **outcomes** do you **expect** from your faculty development activity (i.e. curriculum, research, proposals, community outreach and students' learning styles)?
4. What **opportunities** do you **expect** from your activity that may promote an interdisciplinary approach to teaching, research and learning (i.e. joint research projects and developing strategies for teaching/curriculum in various departments)?

FOLLOW-UP REPORT

A follow-up report form shall be sent to each grantee during the semester following the grant period (See items 3 & 4 above). This form will inquire about implementation of expected outcomes.

REMINDER: Failure to submit the follow-up report to the Chairperson of the University Faculty Development Committee will make grantee ineligible for future funding from the Committee.

TEXAS SOUTHERN UNIVERSITY
UNIVERSITY FACULTY DEVELOPMENT COMMITTEE

PROPOSAL COVER SHEET

Name _____
(Last) (First) (Middle Initial)

Department _____ School/College _____

Telephone: Campus: _____ Home: _____

Title of Project: _____

Sponsoring Organizations: _____

Funds for: _____ 1. Seed grant _____ 2. To present a paper _____ 3. To present peer reviewed poster(s)
_____ 4. Attendance at a workshop _____ 5. Data collection. . . _____ 6. To present testimony before a U. S.
Congressional

Date: _____ Location: _____ Amount Requested: \$ _____

Funded Previously: _____ Yes _____ No If, yes, provide date: _____

*Have you applied for school/college funding to support this travel? Yes _____ No _____
(If your answer is "No," stop and do not continue until after you have applied to your school/college).*

By this signature the applicant agrees that all policies and conditions will be followed and that failure to meet requirements will affect their eligibility for future funding and/or reimbursement.

Signature, Applicant Date

Signature, Department Head Date

Signature, Dean of School or College Date

DO NOT WRITE BELOW THIS LINE

Recommend for Approval By:

Chairperson, University Faculty
Development and Sabbatical Committee

Date

Director of Enhance Faculty Research

Date

Provost

Date

**Texas Southern University
University Faculty Development Committee**

**Faculty Development Proposal
(Budget Form A)**

Detailed Budget:

Costs	Funds from Other sources	Funds from Faculty Faculty Development	Funds from College Research Center	Other TSU Sources
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Have you received funding from your school/college or any other source to support this travel request?

Yes _____ Amount Awarded _____

No _____

This signature verifies the source of funding from the college or school of the applicant.

Dean, School or College

Date

**Texas Southern University
University Faculty Development Committee**

**Faculty Development Proposal
(Budget Form B)**

Detailed explanation of costs given in Budget A (Explanations should be provided in the same order as costs are given in Budget Form A).