

## Faculty Development and Travel Grants

### Application Checklist

Please remember these points as you prepare your application for Faculty Development and/or Travel Grants:

- Review Chapter IV of the Faculty Handbook- Faculty Development Grant and Research Travel Grant at <http://www.uaa.alaska.edu/facultyservices/handbooks.cfm>
- Review application schedule for the academic year to determine proposal due dates (available on the Faculty Services website)
- Determine funding requirements and eligibility
- Determine funding category (Faculty Development Grant or Travel Grant Category I or Category II)
- Fill out the required cover page *completely and accurately*

#### Proposal Development:

- Use appropriate headings for each section (page 7 of the Faculty Handbook-Outline and Rating Sheet)
- Understand that applications will stand on their own merit
- Make sure that the budget request on the cover sheet matches the budget request in your proposal.
- The proposal should explain and justify each budget request
- Do not go over 5 pages for the proposal (not including supporting documents)
- Make sure that you have received the appropriate dean/director signatures
- Project Description- make sure that the project is understandable and in *lay language*
- Support the significance of the project and how it will benefit your professional development
- Demonstrate your knowledge of similar projects and what contribution this project will make to the university and community
- Outline the methodology, plan or objectives- a timeline is helpful
- Make sure the budget is detailed and presented clearly with supporting documents if possible (see page 5)
- Include information that shows that you can accomplish your goals
- Demonstrate a need for "seed money" if applicable- new faculty or new growth directions
- Format and Presentation of Proposal- correct format, complete and accurate, includes documentation and supporting information, clear and understandable "lay" language, correct grammar and spelling, cover sheet complete.
- Include an *updated* CV
- Have a colleague or mentor review your application if possible

**Points to Remember:**

- Category I travel grants *are not* reviewed by the Faculty Grants and Leaves Committee
- Category II travel grants *are* reviewed by the Faculty Grants and Leaves Committee
- Mark the appropriate category on the cover sheet- see page 8 Faculty Handbook for details
- Include all appropriate supporting documents such as letters of invitation, letters of support, estimated travel or conference expenses.
- Funds must be used during the appropriate funding period
- Denial of a proposal (rankings and funding)- revise and re-submit in the next round
- Submit report on the results of work within three months of completion