



## **2019 PART-TIME FACULTY PROFESSIONAL GRANT PROGRAM**

**Deadline: November 23, 2018**

**Maximum Award: \$5,000**

The University seeks to encourage original research, scholarship, and artistic expression that will promote a stimulating atmosphere for part-time faculty development. As part of this endeavor, the Office of the Provost invites applications for the 2019 UPTF Professional Development Grant Program, for which \$15,000 is budgeted each year per Article X.I.C of the WSU/UPTF agreement.

The Professional Development Fund, will be used to provide up to three (3) annual Professional Development Grants, each up to \$5,000. These grants may be requested to support such professional development activities as educational workshop attendance, research projects, or creative activities. Professional Development Grants may not be used to supplement or replace salaries of employees.

The UPTF Professional Development Grant Committee will review and prioritize the proposals. It will **not** give favorable consideration to proposals that:

1. seek support during a leave of absence, or
2. primarily involve the preparation of textbooks or publications or other materials for commercial purposes.

**Eligibility:** Any Part-Time Faculty Member represented by the UPTF who has taught two semesters (including Spring/Summer as one semester) at WSU and is expected to teach within a year of receiving the Grant. Effective 2019, Part-time Faculty who have received a PTFPD grant within the last two years will not be eligible to apply for funding under this program. Awardees **must** have active appointments at Wayne State University in order to apply for, receive, and utilize grant funds.

Please send a single, bookmarked PDF file that includes the completed application, including necessary signatures, and the WSU formatted Professional Record of the applicant to Jacob Wilson at [Jake.Wilson@wayne.edu](mailto:Jake.Wilson@wayne.edu) by 5 PM on Friday, November 23, 2018 for the 2019 funding period (January 1, 2019 through December 31, 2019). Late or incomplete applications or applications that do not follow the proper format will be returned without review. Although prior human and/or animal investigation approval is not required at the time of submission, proposals involving Human or Animal research will not be funded until approval is received. Contact the Human (577-1628) and/or Animal (577-1629) Investigation Committee for appropriate forms. Awards will be announced in December 2018. Please call 577-2256 or email Jacob Wilson at [Jake.Wilson@wayne.edu](mailto:Jake.Wilson@wayne.edu) if you have questions regarding this program.

## **Instructions for preparing the application:**

Each application should be in the form of a proposal not to exceed eight pages, excluding the Application Cover Page and WSU Professional Record (available at [https://provost.wayne.edu/docs/prof\\_rec-faculty.doc](https://provost.wayne.edu/docs/prof_rec-faculty.doc)). All items must be completed. Proposals exceeding limits or otherwise not fulfilling the application instructions will be returned to the applicant without review.

The body of the proposal should include all of the following information labeled with these headings and in the following order:

- Attached application cover page (each item on the cover page **must** be completed)
- Specific aims and significance of the project (non-technical language required)
- Applicant's background
- Previous work done on the project
- Description of the project (including references as appropriate)
- Place where work will be performed
- Publication plans (if applicable)
- Manner in which project will contribute to applicant's professional development
- Budget justification

Applicants who have previously received a UPTF Professional Development Grant award in the last two academic years are ineligible for this program. Those receiving outside support must indicate that on the application. Previous UPTF Professional Development Grant holders should provide a brief description of the outcome of funding received.

## **Committee Recommendations**

The deliberations of the Evaluation Committees are confidential. Any inquiries concerning this program should be directed to the Office of the Provost.

**Print**

**WAYNE STATE UNIVERSITY  
2019 UPTF Professional Development Grant Program  
Application Cover Page**

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APPLICANT INFORMATION	
Name:	
Rank:	
Department:	School/College:
Campus Address:	Email:
Years at WSU:	Years in current rank:
Applicant signature:	
PROJECT INFORMATION	
Title of Project:	
External funding pending: Yes <input type="checkbox"/> No <input type="checkbox"/> (Provide details in body of application)	
BUDGET	
WSU Student Asst. Salary	\$
Student Asst. Fringe Benefits	\$
Equipment	\$
Supplies	\$
Travel	\$
Other (explain)	\$
<b>TOTAL</b>	\$
APPROVALS	
Department Chair Name:	Email:
Signature:	
School/College Dean Name:	Email:
Signature:	
Human subjects: Yes <input type="checkbox"/> No <input type="checkbox"/>	Animal subjects: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, date HIC/AIC approval form submitted:	