2023-24 PART-TIME FACULTY PROFESSIONAL GRANT PROGRAM
Deadline: November 17, 2023
Maximum Award: $5,000

The University seeks to encourage original research, scholarship, and artistic expression to promote a stimulating atmosphere for part-time faculty development. As part of this endeavor, the Office of the Provost invites applications for the 2023-24 Union of Part-Time Faculty (UPTF) Professional Development Grant Program, for which $15,000 is budgeted each year per Article XI.C of the WSU/UPTF agreement.

The Professional Development Fund, will be used to provide annual Professional Development Grants, up to $5,000 per award, for a maximum of $15,000 awarded annually. 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 (Part-time Faculty Professional Development) 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 note that funding must be expended by the end of the following fiscal year, or it will be subject to recapture. (e.g., Grants funded in January 2024 must be expended by September 30, 2025).

Applicants should upload a single, bookmarked PDF file that includes the completed application, including necessary signatures, and the WSU formatted Professional Record of the applicant by **Friday, November 17, 2023**. Questions about the process may be directed to the Office of Faculty Affairs and Development. Awards will be announced in December 2023.

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, 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.

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. 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.

WAYNE STATE UNIVERSITY
UPTF Professional Development Grant Program
Application Cover Page

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 ☐ No ☐ (Provide details in body of application)	

BUDGET	
WSU Student Asst. Salary	$
Student Asst. Fringe Benefits	$
Equipment	$
Supplies	$
Travel	$
Other (explain)	$
TOTAL	$

APPROVALS	
Department Chair Name:	Email:
Signature:	
School/College Dean Name:	Email:
Signature:	
Human subjects: Yes ☐ No ☐	Animal subjects: Yes ☐ No ☐
If yes, date HIC/AIC approval form submitted:	