Faculty Training and Continuing Education Grants

Call for Applications 2024-2025

The Center for Faculty Excellence in Scholarship and Teaching awards grants to reimburse allowable expenses associated with travel to professional meetings. Submit your proposal at a deadline prior to travel (acceptance of presentation is required at the time of application). Proposals are reviewed monthly and funds are awarded on a competitive basis.

Eligibility: All tenured, tenure-track, and full-time full-year temporary faculty.

Deadlines for submission: 11:59 pm on 10/1/24, 11/1/24, 12/2/24, 2/3/25, 3/3/25, 4/1/25, and 5/1/25. No applications will be accepted after 11:59 pm on 5/1/2025. Applications submitted after the project has occurred are generally not accepted. If funds are depleted, applications for 2024-25 fiscal year may be closed prior to 5/1/2025. Contact CFESTGrants@ship.edu for further information.

Time frame for activity: 7/1/2024 to 10/31/2025 (Projects after 7/1/2025 applies to the 2025-26 fiscal year per person limit.)

Program Description: The FTCE program is intended to fund trainings and workshops that will contribute to the faculty's continued professional growth and development as teaching scholars.

- Awards are limited to **$2000** per person; grants will be awarded while funds are available.
- Maximum of one FTCE grant per faculty member per fiscal year.
- FTCE grant applications will be accepted online *only* at https://ship.infoready4.com/#.

- This grant CANNOT be used to cover (1) conference attendance, or (2) stipends or wages.
- Incomplete proposals will not be considered.
- Eligible expenses can include travel expenses to professional development or teaching enhancement workshops/trainings.

- Grants are awarded based on the quality of the proposed application addressing the training or workshop to enhance professional development. The following criteria will be applied in evaluating proposals:
    - ✓ Description of the workshop, training, etc.;
    - ✓ Expected professional development;
    - ✓ Significance and expected outcomes;
    - ✓ Contributions to the department, college, or university;
    - ✓ Appropriateness and justification of budget;
    - ✓ Quality and completeness of the application (organization, presentation, proofreading, etc.)

How to apply:

- Applications should be submitted *prior* to the project taking place. After-the-fact applications may be rejected.
- NOTE: TRAVEL ADVANCES require additional time to process. Submit your application *two deadlines prior* to your trip.
- Grant applications are accepted online only at https://ship.inoready4.com/# ; look for "CETL FTCE Grants" under the list of open competitions.
  - Read over the instructions in the infoready application.
  - Select the APPLY button at the top right under "Application Tools" when you are ready to apply.
  - Complete all of the required elements, uploading required documents as requested.
  - You will be required to upload the following:
    - **Narrative (not to exceed three pages):** must address (1) background and significance; (2) description of the proposed workshop/training; (3) expected outcomes; (4) timeline; (5) professional development explanation; and (6) FTCE justification. If an FTCE grant was received in 2023-24 then include justification describing how this request is different from the previous year's award. References do not count toward the page limit.
    - **Detailed Budget using the budget template provided online;**
    - **Copy of workshop or training registration form** or information page showing registration fees and options;
    - **Curriculum vitae**: maximum 2 pages, relevant to proposed workshop/training;
    - **SU Travel Request form** (https://www.ship.edu/about/offices/public_service/project-administration/): Only if traveling and must be submitted before travel;
    - **For international travel**: foreign travel disclosure form is required (https://www.ship.edu/about/offices/public_service/project-administration/) and approval from the President as indicated on the SU Travel Request form.
    - If your application is approved, you will receive an award letter explaining the amount of your award.

Accessing fund: Funds awarded must be spent by October 31, 2025. Within 30 days of project completion, you must submit the following documents to CETL Grants in the Office of Workforce Development, HH117:

- **A final report** (online form found at the CETL Travel Grants website)
- **SU Foundation Form** indicating expenses and attach
- **SU Travel Voucher** (https://www.ship.edu/about/offices/public_service/project-administration/)
- **Original Receipts**

To learn more: More info is available at www.ship.edu/CETL or by contact the CETL Grants Administration director Dr. Paul Taylor (x1705, pttaylor@ship.edu).