# Eberly College of Arts & Sciences

**Faculty Development Grants & Publication Subvention Grants 2020-21**

To apply to the Eberly College grant programs for faculty development and publication subvention, please complete the form below. Form fields will expand as you type into them. Once the application is complete, please submit electronically to your Unit Lead (e.g. Chair, Director, Coordinator), *retaining its Word format*. (Do not convert the application to a PDF or print and scan.) If approved by the Unit Lead, you should email this form to Stephen Ballant, Stephen.Ballant@mail.wvu.edu. Again, please save as a Word document.

## Purpose

The *Eberly College Faculty Development Program* provides funding to help support activities that promote the applicant’s professional growth as a scholar, teacher, or provider of University service. Appropriate activities include, but are not limited to, attending workshops and seminars, organizing lectures for the benefit of WVU faculty, and traveling to conduct research.

The *Eberly College Publication Subvention Program* is designed tosupport book preparation and other costs of publication including open access fees, with the intent to promote the applicant’s professional growth as a scholar, teacher, or provider of University service.

These programs are not intended to support travel to present a paper or participate in a panel discussion at a professional meeting (instead, apply for a Faculty Senate travel grant), nor are they intended to support lectures or other activities that primarily benefit students.

Although there is no limit on the size of the requests, we anticipate that awards this year will be below $750.

**Due to the ongoing pandemic, we are unable to support in-person travel, either domestically or internationally.
Funding may be considered for virtual and online conferences.**

## Eligibility

Full-time (1.0 FTE) regular faculty members are eligible for the development and subvention programs. Eligible faculty members include those in these categories: Tenure-Track (including tenured faculty members), Teaching, Service, and Research. Faculty equivalent academic professionals (FEAPs) are eligible for the development program.

Visiting faculty members and postdocs are not eligible for either program. *Unit Leads are encouraged to use unit funds to support these colleagues.*

An individual may receive one award per program per fiscal year (July 1 – June 30) for activities completed before the end of the fiscal year.

## Cost Sharing

Because the activities supported by these programs promote professional growth, benefits accrue to the

applicant, the applicant’s department, and the institution. Therefore, under these programs, costs will be shared among the applicant, department, and institution. The applicant commits personal funds, the Chair commits departmental funds, and the dean commits college funds.

*Personal contributions* can be from the applicant’s domestic account or from external grant and/or professional development accounts. If the chair has allocated a faculty member an a priori share of the department’s resources, that money cannot be counted as personal (it can, however, be counted toward the *departmental contribution*).

Sometimes part of an activity’s cost is paid by an organization, institution, or agency. The application form

provides space for entering these *other contributions*.

## Application

Individuals apply to either program by submitting the application below to their Unit Lead. The Chair expresses support for the project in monetary and (if so inclined) narrative form, and submits the application to the Eberly College Office of the Dean via email to Stephen Ballant at Stephen.Ballant@mail.wvu.edu. All submissions must be made electronically with the application form *retained in its Word format* (do not convert to PDF).

The fields in the budget table provide room for a description of each expense item. For example, if travel is

involved, the applicant can type “Conference hotel, 3 nights at $150 + $22 tax.” If the descriptions in the budget table are clear and complete, no additional information is needed in the Budget Justification section of the application (p. 7).

For 2020-21, the forms are due in the Office of the Dean by **Thursday, April 15, 2021** for both programs.

Unit leads should announce their own advance deadlines to allow time to process the applications before sending them forward.

## Relation to Other Programs

The grant programs described herein are funded and managed by the Eberly College of Arts and Sciences and have no relation to university-wide programs managed by the Research Office. (The Eberly College will continue to contribute funds in support of university faculty travel/ development grants; information about these applications is forwarded to the Office of the Dean by the Research Office; no action is required of the faculty member [other than to apply for the university grant].)

## Questions

Please direct questions to Stephen Ballant at Stephen.Ballant@mail.wvu.edu or alevelle@wvu.edu .

# Eberly College of Arts & Sciences

**Faculty Development Grants & Publication Subvention Grants**

**2020-21**

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| --- |
| Name:       Department:      Position**:** Choose an item.**.** Rank: Choose an item. **.** Email address:       |
| Indicate the program for which you are applying: Choose an item. |
| This year (July 1, 2020 – June 30, 2021), which College grant(s) have you received**?** Choose an item.**.**  |
| Activity START date:       END date:       |
| Total cost of activity, copied from “Total Cost” field of Budget (see p. 5): **$**  |
| Your *personal* contribution towards the cost: **$**  |
| Will funds, in addition to those provided by you, the department chair, or the dean, be put toward the cost of this activity? If so, indicate the amount and the source of the funds:Other contribution: **$** Source:       |
| *To be completed by the Unit Lead:* Departmental contribution: **$**  |
| *To be completed by the Dean:* College award: **$** Unfunded: **$**  |
| *Optional Comments by Unit Lead:*  |
| *Optional Comments by Dean:*  |

# Description of Faculty Development Activity

*On this page (only), (a) describe the activity, (b) explain its significance for the university (and/or the college and/or your department), and (c) explain its significance for your professional development.*

# Budget

*List the expenses and the dollar value of each (round to nearest dollar).*

|  |  |  |
| --- | --- | --- |
| No. | Description of Each Expense | Dollars |
| 1 |        | **$**  |
| 2 |        | **$**  |
| 3 |        | **$**  |
| 4 |        | **$**  |
| 5 |        | **$**  |
| 6 |        | **$**  |
| 7 |        | **$**  |
|  | Total Cost (sum of listed items). *Copy this figure into the space provided on Page 3.* | **$**  |

# Budget Justification

*If the expense descriptions in the budget table on Page 5 are clear and complete, leave this page blank. Otherwise, provide additional information below to ensure the reason for each expense is clear.*