FACULTY TRAINING AND CONTINUED EDUCATION (FTCE) GRANTS
SHIPPENSBURG UNIVERSITY CFEST
2013 - 2014

Purpose: The Faculty Training and Continued Education (FTCE) grants program is intended to fund projects that will contribute to the faculty's continued professional growth and development as teaching scholars. Under this program, CFEST wishes to fund the accomplishment of a project rather than the presentation of the results (see Travel program). All requests for stipends and/or student wages must be submitted under the Teaching and Research Excellence program.

Eligibility: All tenured and tenure-track faculty.
Deadlines for Submission: 12:00 noon on 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted).
Timeframe for Activity: 1 July 2013 to 30 September 2014
Award limits: Maximum of one FTCE grant per person per fiscal year (1 July – 30 June).
Deadline for Expenditure of Funds (travel/tuition/registration): 30 September 2014

Subcategories: CFEST encourages the following types of activities. If you would like to propose an activity other than those listed, please discuss your idea with the Co-Directors of Grants Administration (CFESTGrants@ship.edu, Lea Adams (x1115) or Paul Taylor (x1705)).

1. Intensive Training (e.g., short course or substantial workshop (typically >8 hours) —conference attendance proposals should be submitted to the Travel program)
2. Special Department / College Programs (e.g. on-campus group training)

Proposal Format:
Proposals requesting less than $1,000:

1. Title page (see attached) – 250-word limit for brief description.
2. Project narrative (1-page description of project and professional development benefits)
3. Detailed budget
4. Travel Request Form (only if travelling—form attached below)
5. Attachments, including brochures of workshop, training, etc.

Proposals requesting over $1,000:

1. Title page (see attached) – 250-word limit for brief description.
2. Project narrative (not to exceed 3 pages, one inch margin on all four sides, font size no smaller than 12, single or double spacing, numbered pages):
   - Background and significance
   - Description of the project and methodology
   - Expected outcomes
   - Project timeline
   - Professional development explanation – Explain how the proposed activity fits into your career. Summarize your past experience and future plans (for at least the next 5 years) as relevant to the proposed activity. Include results from previous SU grant support.
3. Detailed budget
4. Travel Request Form (only if travelling—form attached below)
5. Required attachments
   - References for cited works
   - Curriculum vitae (maximum of 2 pages, relevant to the proposed project)
   - If workshop, training, etc., copies of brochures
   - List of interested faculty, if applying to provide a workshop or training for a group

* Faculty requesting over $2,500 should discuss their proposal with the Director of Grant Administration prior to submitting (CFESTGrants@ship.edu, Lea Adams (x1115) or Paul Taylor (x1705)).

Awarding criteria: Awards will be granted on a competitive basis. Incomplete proposals will not be considered. Clearly defined projects that are likely to enhance the professional development of the faculty member will be given high priority. The following criteria will be applied in evaluating proposals:

- The clarity, completeness, and feasibility of the idea
- The expected professional development benefits to be realized by the faculty member in terms of her/his professional objectives and stage of career development
- The project's significance and its expected outcomes
- The project's contribution to the goals of the department, college, or university
- The reasonableness of the budget request
- Quality of proposal (well organized and presented, proofread, etc.)

Expectations of awardees: Final reports on the outcome of the project are due within 30 days of completion of trip/project. Awarded funds must be expended in a timely manner (see deadlines for expenditure of funds).

Submission of Proposal: Submit one (1) complete paper copy to Sherry Dinsmore, HH109.

Questions? As with any granting agency, the more contact you have with the grant officer, the greater the likelihood for success. Contact the Co-Directors of Grants Administration with any question whether large or small (CFESTGrants@ship.edu, Lea Adams (x1115) or Paul Taylor (x1705)).

FACULTY TRAINING AND CONTINUED EDUCATION (FTCE)

SHIPPENSBURG UNIVERSITY CFEST — 2013 - 2014
TITLE PAGE

NAME: _____DEPARTMENT:_____

EMAIL: _____PHONE: _____

TITLE OF PROJECT: _____

_____AMOUNT REQUESTED: $_____

DATES OF PROJECT (must occur between July 1, 2013 and Sept. 30, 2014): _____

BRIEF DESCRIPTION OF PROJECT (250 WORDS OR LESS):

_____ _____
PROJECT DIRECTOR DATE

I have determined that this is an appropriate professional development activity for this faculty member, this request meets the stated guidelines, and this activity is consistent with department goals.

_____ _____
DEPARTMENT CHAIR DATE

ATTACH YOUR PROPOSAL TO THIS COVER SHEET

Deliver one (1) complete paper copy to Sherry Dinsmore, HH109.

PROPOSALS DUE BY 12:00 NOON ON: 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted)
Late proposals will be considered with the following month's applications (except 28 April 2014).

CHECKLIST: [ ] **Title page** [ ] **Project narrative** [ ] **Budget**
[ ] **Travel Request Form** [ ] **Attachments**

TRAVEL REQUEST FORM

FUNDS RESERVATION (FR) No. _____ **SHIPPENSBURG UNIVERSITY**

Name _____

Dept./Office _____ Dept./Office Cost Center _____

Destination (city/state) _____ Date(s) of Trip _____

Purpose _____
(Please do not use abbreviations in this section.)

Person(s) accompanying you _____

Mode of Travel (underline): State car Private auto Rental Car Bus Train Plane

Check if applicable: _____ "I am unable to operate a motor vehicle because of my disability; therefore, I have not completed the section requiring a driver's license number."

Remarks:

Request: Please provide information for blocks checked:

_____ Travel Advance (up to 80% of out-of-pocket expenses received in check form 1 week prior to travel. Provide home address.) _____

_____ Prepayment of Registration (attach copy of brochure & completed registration form; Univ. check payable to: _____

Travel Cost Estimates	Funding Cost Center or Grant No. _____	Sequential Authorizations (as required) and Dates
Transportation: Private car @_____ $ _____ Other _____ Lodging [include tax(es)] _____ Meals _____ Tolls _____ Parking _____ Miscellaneous _____ **TOTAL ESTIMATE** $ _____	Original Allocation $ _____ Previously Approved _____ Balance Available _____ Cost of This Travel _____ Balance Carried Forward _____	1. _____ Applicant Date 2. _____ Chairperson or Supervisor Date 3. _____ Director or Dean Date 4. _____ Vice President or President Date
615100 **MAXIMUM TRAVEL ALLOWANCE** $ _____	**Travel Funding Approval:** Recorder's Initials:	**Encumbrance entered** (initials/date):
616000 **REGISTRATION FEES** $ _____	Balance Remaining $ _____	Original Allocation $ _____

NOTE: Foreign travel requires signature of President or appropriate Vice President in section G.

Submit a single copy at least 10 days in advance of first day of travel. If prepayment of registration is requested, submit a single copy at least 10 days prior to the registration deadline date. Revised 5/16/13

Shippensburg University

TRAVEL REQUEST INSTRUCTIONS

A - This section identifies the applicant and his/her organization. An Operator's License Number is required in order to use a state vehicle. Those with out-of-state operator's licenses are required to give their numbers plus a two-letter abbreviation showing the state of issue.

B - The destination should be a specific city or town. If traveling to a college or university, be sure to show the city or town in which located or which is closest. Avoid abbreviations in the **Purpose** space, since these are not always known to those who must later review the **REQUEST**. If presenting a paper or chairing a meeting, be sure to include that information.

C - The state requires that you travel by the most direct route and by the least expensive mode. Your reimbursement may be reduced if both conditions are not met. Designation of a state car as the mode of travel does not guarantee the availability of a state car. That can only be determined by calling Vehicle Dispatch (ext. 1567). Use the Remarks line to provide miscellaneous comments.

D - The applicant should check the appropriate blocks and provide information that will be needed by the preparer. "Out Service Training" forms are not required for prepayment of registration fees.

E - The applicant should complete the estimates, total them in the appropriate space, and sign the **REQUEST**. The **REQUEST** is then forwarded up through administrative channels where: (1) approval signatures are affixed; (2) the office having an allocation of travel funds (Travel Funding Approval) will complete the center section and fill in the MAXIMUM TRAVEL ALLOWANCE (615100) in Section E and the amount approved for registration fees (616000) in Section F. When the **REQUEST** reaches the office designated to encumber travel, a **Funds Reservation** is put into the financial accounting system to encumber 615100 and 616000, at which time a FR number is generated by the SAP system. The encumbering office will notate the FR number on the **REQUEST** and make copies of the approved **REQUEST** and distribute:

State vehicle - Vehicle Dispatch
Travel Advance - c/o Accounts Payable
Prepayment of Registration Fees - c/o Accounts Payable

A copy of the approved **REQUEST** will be sent to the applicant as well as the Travel Funding Approval office, if that office is different from the encumbering office.

G - Foreign travel requires signature of the President or his designee.