2015-16
CALL FOR APPLICATIONS

Shippensburg University of Pennsylvania

CFEST Faculty Training and Continuing Education (FTCE) Grants

NEW this year

- **FTCE grant applications will be accepted online *only*.**
- **Access the online application at https://ship.infoready4.com/#**
- **Grants will be awarded while funds are available.**

TOTAL FUNDS AVAILABLE

$10,000

WHO is eligible?

- All tenured and tenure-track faculty are eligible.
- Maximum of one FTCE grant per faculty per fiscal year (July 1, 2015 – October 31, 2016).

AWARD LIMITS

$1500

WHAT can a CFEST FTCE grant be used for?

- 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.
- 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.

EXAMPLES

- **Intensive workshops or trainings**
- **Credit or non-credit courses**
- **Certification workshops**

WHEN are applications due?

- Proposals will be accepted while funds are available with a final program submission date of May 2, 2016.
- Applications must be submitted by 11:59 pm on each of the dates listed at right. →→→→→→→→→→→→→→→→→→→→
- Applications must be submitted prior to workshops, trainings, courses, etc. taking place.
- After-the-fact applications will be rejected.
- NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.

DUE @ 11:59 PM

- **October 1st**
- **November 2nd**
- **December 1st**
- **February 1st**
- **March 1st**
- **April 1st**
- **May 2nd**

SCORING CRITERIA

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.)

CFEST CO-DIRECTORS

Paul Taylor (x1705)

Sally Paulson (x1274)

BEFORE YOU REGISTER FOR YOUR WORKSHOP/TRAINING

HOW do I apply?

1. Go to https://ship.infoready4.com/# and login using your Shippensburg University username and password. (Call IPSSP, 477-1251, for software technical assistance.)
2. Select "CFEST-FTCE Grants" shown in the list of open competitions.
3. Read over the program details including the full RFP.
4. Select the APPLY button at the top right under the heading "Application Tools" when you are ready to apply.
5. Complete all of the required elements, uploading required documents as requested.
6. You will be asked to provide 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 2014-15, 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** (http://www.ship.edu/Public_Service/Forms/): Only if traveling and must be submitted before travel;
   - ☐ **International travel only**: foreign travel disclosure form (http://www.ship.edu/Public_Service/Forms/) and approval from the President as indicated on the SU Travel Request form.
7. If you request a travel advance or registration prepayment, your application must be submitted on the monthly deadline at least one-month prior to the month of travel.

EXPECTATIONS OF AWARDEES

HOW do I access my funds?

- Funds awarded must be spent by October 31, 2016.
- Within 30-days of completion, you must submit the following documents to the CFEST Office within the Institute for Public Service and Sponsored Programs, OM202:
  - ☐ **Final report** (online form found at the CFEST Travel grants website);
  - ☐ **SU Foundation Form** indicating expenses and attach;
  - ☐ **SU Travel Voucher** (http://www.ship.edu/Public_Service/Forms/);
  - ☐ **Original receipts** (Meal receipts must be itemized).

WHERE can I learn more about CFEST?

- Information about CFESTS *Grants Administration* and *Campus* Support programs can be found at www.ship.edu/CFEST/.
- Contact the Co-Directors of Grants Administration with any question whether large or small (CFESTGrants@ship.edu).