

**CALL FOR APPLICATIONS  
2023-24**

Shippensburg University of Pennsylvania | CETL  
**Faculty Training & Continuing Ed Program**

**WHO  
can apply?**

- All tenured and tenure-track faculty are eligible to apply.
- Awards are limited to \$2,000 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/#>.

**WHAT  
can a CFEST  
travel 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.
- Timeframe for Activity: July 1, 2023 – Oct 31, 2024. (NOTE: activity occurring after July 1, 2024 will be counted against the 2024-25 per person fiscal year limit.)
- 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  
can faculty  
apply?**

- Applications can be submitted online after September 1 for the October deadline. Applications will be reviewed monthly after Oct 1<sup>st</sup> and while funds are available with a final program submission date of May 1, 2024.
- 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 2<sup>nd</sup>
  - November 1<sup>st</sup>
  - December 1<sup>st</sup>
  - February 1<sup>st</sup>
  - March 1<sup>st</sup>
  - April 1<sup>st</sup>
  - May 1<sup>st</sup>

**FUNDING  
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.)

**CETL GRANTS  
DIRECTOR**

**Dr. Paul Taylor  
(x1705)**

## 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 technical assistance.)
2. Select “CFEST/CETL-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 2022-23 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/](http://www.ship.edu/Public_Service/Forms/)): Only if traveling and must be submitted before travel;
  - For international travel**: foreign travel disclosure form is required ([http://www.ship.edu/Public\\_Service/Forms/](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 should be submitted on the monthly deadline at least two-months prior to the month of travel.

## EXPECTATIONS OF AWARDEES

### HOW do I access my funds?

- Funds awarded must be spent by October 31, 2024.
- Within 30-days of completion, you must submit the following documents to the CETL Grants Office within the Office of Professional, Continuing, and Distance Education, HH117
  - Final report** (online form found at the CFEST/CETL Travel grants website);
  - SU Foundation Form** indicating expenses and attach;
  - SU Travel Voucher** ([http://www.ship.edu/Public\\_Service/Forms/](http://www.ship.edu/Public_Service/Forms/));
  - Original receipts**

### WHERE can I learn more about CFEST?

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

