

Faculty Training and Continuing Education Grants

Call for Applications 2025-2026

The Center for Faculty Excellence in Scholarship and Teaching awards grants to reimburse allowable expenses associated with professional development training, workshops, and certifications. Submit your proposal at a deadline prior to your activity. 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 10/1/25, 11/3/25, 12/1/25, 2/2/26, 3/2/26, 4/1/26, and 5/1/26. No applications will be accepted after 11:59 pm on 5/1/2026. Applications should be submitted before the activity rather than after. If funds are depleted, applications for 2025-26 fiscal year travel may be closed prior to 5/1/2026. Contact CFESTGrants@ship.edu for further information.

Time frame for activity: 7/1/2025 to 10/31/2026 (Projects after 7/1/2026 applies to the 2026-27 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 **\$1500** 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.infoready4.com/#> ; look for “CETL FTCE Grants” under the list of open competitions.
 - o Read over the instructions in the InfoReady application.
 - o Select the APPLY button at the top right under “Application Tools” when you are ready to apply.
 - o Complete all of the required elements, uploading documents as requested.
 - o 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 2024-25 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** (Only if traveling and must be submitted before travel) https://www.ship.edu/about/offices/public_service/project-administration/
 - **For international travel**: foreign travel disclosure form is required (https://www.ship.edu/about/offices/public_service/project-administration/).
 - If your application is approved, you will receive an award letter explaining the amount of your award.

Accessing funds: Funds awarded must be spent by October 31, 2026. **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
- **SU Travel Voucher** (https://www.ship.edu/about/offices/public_service/project-administration/) if travel is being reimbursed
- **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).