



FACULTY SCHOLARLY DISSEMINATION GRANT

(These grants cannot be given in conjunction with a mini-grant)

Purpose

The purpose of the Faculty Scholarly Dissemination Grant is to support presentation and publication of the applicant's original research or creative effort. If the dissemination is in the form of a presentation, the research or creative work must be presented at a recognized organized conference or professional exposition. If the dissemination is in the form of a publication, support will be provided to help cover cost of publishing in peer reviewed journals.

Eligibility

All tenured and tenure-track faculty members (Professor, Associate Professor, and Assistant Professor) visiting professors, and affiliates are eligible. Adjunct faculty are not eligible.

Funding Limitations

Faculty presentation and publication expenses are primarily the responsibility of the individual's academic unit through your professional development funds. Support from the CSCE is therefore supplementary.

CSCE funding will be limited to two grant request per faculty member per fiscal year. Awards will consist of:

- a maximum of \$500/\$750 for one Presentation Grant - \$500 for presentations in the U.S. and \$750 for international presentations.
- \$500 is the cap for one of the PUBLICATION grants,
- no more than \$250 may be requested for the additional grant of either category.

For the purpose of the Presentation Grant, travel to Canada (with the exception of the Province of Ontario) is considered international as well as travel to Hawaii and Alaska. In no case will the award exceed the actual cost of travel and other allowable expenses incurred in connection with the travel.


Departmental match is not required to obtain a Scholarly Dissemination Grant. Funds will be dispersed to qualified applications until the program's funds are depleted for that quarter.

Funding Cycles and Deadlines

Quarter	Ending Date of Travel	Open for Submission
1 st	July 1 – September 30	May 15
2 nd	October 2 – December 31	August 15
3 rd	January 1 – March 31	November 15
4 th	April 1 – June 30	February 15

Application Process and Activity Report

To apply for a grant and to submit your final report please go to 'My Apps' at www.gvsu.edu/csce/grants

The Activity Report can be accessed by clicking on the  icon in your 'My Apps' site.

Reimbursement Requirements

PRESENTATION

All reimbursements for a PRESENTION grant are ***processed through your department***. Submit your Travel & Expense vouchers, receipts, invoices, PO's, etc., to your department support staff. They will help you with the form or accounting requirements that must be met. Please note that reimbursement will not take place until an activity report has been filed.

PUBLICATION

All reimbursements are ***processed directly through CSCE***. Submit your Travel and Expense vouchers, with original receipts, invoices, PO's, etc., to CSCE, 301C DEV. Please note that reimbursement will not take place until an activity report has been filed.