

The College of Health Professions
Supplemental Professional Development Fund
Funding Policy and Procedure

Purpose

The purpose of the CHP Supplemental Professional Development Fund is to support faculty activities in the area of professional development.

Policy

In order to outline priorities that will guide decision making, this document explains the funding policy and application process for the CHP Supplemental Professional Development Fund. It is important to know that while making the decision for funding, the CHP Faculty Scholarship Committee supports the values of the college which include:

- Dissemination of scholarly outcome
- External grant possibilities (to supplement the Laker Match Fund if necessary)
- Accreditation requirements
- Conferences related to professional development goals
- Benefits to students and classroom activities
- Community engagement and GVSU visibility
- Collaborative projects

Note: the dean or his/her representative retains the freedom and flexibility to fund requests at their discretion.

Eligibility

All tenured and tenure-track faculty members, and affiliates are eligible to apply for the CHPSupplemental Professional Development Fund.

Funding Requirements

Faculty professional development expenses are primarily the responsibility of faculty through their professional development funds from their academic department: **\$900** for tenure and tenure-track faculty, and **\$450** for affiliate faculty (per fiscal year). Additional support from the college is therefore supplementary. When expenses exceed the faculty's academic department professional development fund, the university supplemental funds (CSCE, FTLC, OURS, or other funding), and the CHP Supplemental Professional Development Fund, the remainder of the expenses is the responsibility of the faculty member.

CHP Supplemental Professional Development Fund Requirements

- Faculty must show evidence that they sought supplemental funding through available university resources (e.g., FTLC, CSCE, OURS). If faculty does not attempt to seek supplemental university funding, their request for CHP funding through the Supplemental Professional Development Fund will be denied.

- The fiscal year budget extends **July 1** through **June 30**, and prior to the new fiscal year, the dean's office will determine the maximum amount of funds available for faculty in the college. An example of budget determination would be limited up to \$900/per tenure-track and affiliate faculty per fiscal year.
- Faculty must submit a CHP Supplemental Professional Development Fund Application according to the procedures outlined below. All funding applications require the signature of both the respective department chair and associate dean for research before they will be reviewed.
- After funding is approved, the dean's office will reimburse the faculty's department for the approved amount.

Reimbursement Requirements

All expense reimbursements are processed through the faculty member's department. Faculty are required to submit travel & expense reimbursement forms, receipts, invoices, PO's, etc. to the department office coordinator. They will help you with any forms or accounting requirements that must be met.

Application Submission Request Procedure

1. Complete the CHP Supplemental Professional Development Fund application
2. Submit the completed form which will forward the request to the chair of the CHP Research Committee, the associate dean for research, and the respective department chair.
3. Chair of the CHP Research Committee will forward the submitted documents to the members of the committee for review
4. CHP Research Committee will review the request and make a recommendation for funding
5. Request for funding will be forwarded to the associate dean for research who will review and sign off on the funds
6. Approved funding requests will be sent to the dean's administrative assistant who is in charge of the college budget
7. Dean's office administrative assistant will transfer the requested funds to the appropriate unit

Funding Submission Timelines

Submission timelines have been established based on the deadlines for CSCE and FTLC grant applications. The timeline will allow for faculty to submit requests to CSCE and FTLC prior to applying for the CHP Supplemental Professional Development Fund.

Application deadline:

November 25

February 25

May 25

August 25

Event timeperiod:

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31