**Introduction**

In this time of uncertainty caused by the impact of COVID-19, the University took steps to ensure that limited internal funds are allocated consistently and with transparency. One of these steps is moving the internal funding for faculty professional development from the Unit to CSCE for allocation.

The FY 20-21 Faculty Professional Development Fund was created for faculty to request financial support to deepen their skills and/or facilitate growth in the following areas:

* Teaching
* Instructional design and curriculum development
* Scholarly and creative activity
* Leadership, administration, and organizational development

## Eligibility and Available Funds

All tenured and tenure track faculty members in good standing are eligible to receive professional development funds.

The University has allocated $900 per tenure-track faculty member and $450 per tenured faculty in FY21 (July 1, 2020 to June 30, 2021) to allow faculty to engage in professional development activities. Professional development expenses incurred in excess of the allotted amount are the responsibility of the faculty member. Please note that funds cannot be shared with or assigned to another colleague, nor can they be carried over to the next fiscal year. Funds are disbursed as reimbursements. However, [advances](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/311-travel_advance_request.pdf) for anticipated expenses may also be issued on a case by case basis.

Additional grants that support scholarly activity and teaching are available at CSCE and FTLC.

**Use of the FY 20-21 Professional Development Fund**

Funds from the Professional Development Fund for Tenured and Tenure-Track Faculty can only be applied to direct expenses associated with the professional development of the faculty member requesting the funds.

The fund may support and be applied to a wide range of activities including, but not limited to:

* Registration fees for virtual conferences, workshops, or other professional meetings relevant to the faculty member’s scholarship or teaching
* Registration fees for continuing education courses required for obtaining and renewing licensure and credentials
* Membership dues to professional organizations relevant to the faculty member’s scholarship or teaching
* Costs of in-state travel for the purposes of scholarship such as field study, archival, and data collection
* Material costs relevant to the faculty member’s scholarship or teaching that are not readily available (books, journals, videos, microforms, laboratory and studio supplies, software, datasets, etc.)  [NOTE: computer software, hardware, or peripherals – must follow the [Technology Supply Policy](https://www.gvsu.edu/it/it-technology-supply-office-160.htm)]
* Editorial services/fees for article, journal or book submissions [NOTE: payments for services must be done through department P-card according to [Business and Finance Purchasing Procedures](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/304-purchasing_procedures.pdf) - the independence of the provider must be established]
* Participation [Support on Human Subjects Research Studies](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/305_procedures__forms.pdf)

All other expenditures not falling within the aforementioned categories must be preapproved by Robert Smart (smartr@gvsu.edu).

**Faculty Professional Development Fund Process**

1. ***Application***

Apply by selecting " Professional Development Fund " from the dropdown menu in the[CSCE Grants System](https://www.gvsu.edu/csce/grants/) (MyApps). Make sure to check the appropriate expense category (or categories) in which your requested professional development falls. If your expenditures do not fall within a particular category – choose the “other” category and explain the expense. “Other” expenditures will be evaluated to ensure the request is relevant to the faculty member’s field or pedagogy and will contribute to the requestor’s professional development. Requests must be submitted prior to expenses being incurred to ensure there are funds available from their allotment and the requested expenses are allowable.

1. ***Award Communication***

Once submitted, you will receive an *Approval Letter*. The items which you qualify for reimbursement will be listed in the *Approval Letter*, if additional items are later added, you may re-submit a new request. Faculty members should retain a copy of the form for their records and must submit this form when they submit their request for reimbursement.

1. ***Reimbursement***

For distribution of funds, faculty members must submit all original itemized receipts along with a completed travel and expense report to the Center for Scholarly and Creative Excellence (csce@gvsu.edu) within 15 days of the close of the quarter in which the expenditure was encumbered. Travel and Expense forms should be sent electronically. The CSCE will comply with fiscal year-end protocols established by the Accounting office.

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| --- | --- |
| Quarter in which PD expenditure occurred | Deadline to submit for reimbursement |
| Q1 (7/1/2020 to 9/30/2020) | October 15, 2020 |
| Q2 (10/1/2020 to 12/31/2020) | January 15, 2021 |
| Q3 (1/1/2021 to 3/31/2021) | April 15, 2021 |
| Q4 (4/1/2021 to 6/30/2021) | July 3, 2021 |

Any services performed (editing, page publication, transcription, etc.) ***MUST be paid directly by your department*** via an invoice **or** purchased using your **department p-card**. Purchase of services using personal credit cards or funds will not be reimbursed. Once the expense is encumbered by your department, the department support staff should submit a request for reimbursement from CSCE using the OnBase system.

Please Note: Grand Valley State University has sales and tax exemption in Michigan. To qualify for tax exemption, purchases must be invoiced to/paid for by the University. Please note some states require additional documentation. Consult Procurement Services to verify tax exempt status.

1. ***T&E Tips***
* Download the appropriate [Travel and Expense Reimbursement Form](https://www.gvsu.edu/busfin/gvsu-travel-expense-reimbursement-32.htm)
* Complete with distribution information (Use G# - Not SSN!)
* Select payment delivery method
* Provide a rationale for the expenditure
* Exclude FOAP information – the CSCE will fill this in for you
* Sign
* Provide copies of all receipts claimed
* Email receipts and T&E as a single pdf to the CSCE (csce@gvsu.edu)

Questions regarding the status of your PD reimbursement in the CSCE may be directed to Janet Potgeter (csce@gvsu.edu).

1. ***Tracking Expenses***

Faculty members are expected to track their expenses throughout the academic year to ensure proper planning. Faculty can direct specific questions to CSCE (Janet Potgeter - [csce@gvsu.edu](file:///C%3A%5CUsers%5Csmartr%5CDesktop%5Cpotgetej%40gvsu.edu)).

1. ***The Fine Print***

All activities and expenses to which funds are applied, as well as reimbursements and advances, must follow University policies.

[Business and Finance Purchasing Procedures](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/304-purchasing_procedures.pdf)

[Payment of Human Subject Participants](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/305_procedures__forms.pdf)

[Technology Supply Policy](https://www.gvsu.edu/it/it-technology-supply-office-160.htm)

[Travel and Expense Reimbursement Process](https://www.gvsu.edu/busfin/gvsu-travel-expense-reimbursement-32.htm)

[Travel Advance Process](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/311-travel_advance_request.pdf)