

UAS Spring Request for Proposals

UNAC CBA Faculty Development Awards 2023/2024

MAXIMUM AWARD AMOUNT PER FACULTY MEMBER PER ACADEMIC YEAR: \$2500

Spring application deadline *Monday, April 1, 2024*

Professional development activities must be completed by June 30, 2024

This funding is available only to faculty who are in the United Academics bargaining unit. Faculty represented by the United Academics-Adjuncts bargaining unit are not eligible.

Purpose: These funds may be used to reimburse your department for approved expenditures:

1. Registration fees, travel expenses, or other costs incurred for the purpose of presenting papers or active participation in scholarly conferences, workshops and symposiums.
2. Registration fees, travel expenses, or other costs associated with active participation in webinars, workshops, or other training related to faculty professional development.
3. Travel expenses or other costs associated with the acquisition of and/or processing of data or samples.
4. **Reimbursement of expenses for any of the above activities that occurred since July 1, 2023;** if travel expenses were incurred, a Travel Authorization must have been submitted.

Application Process: Faculty should complete [this Google Form](#) with a **1) a brief narrative and **2)** supervisory approval attached. (Limit your attachments to two items, and include both with your application.)**

1. Identify your faculty status and discipline, e.g., new faculty, second-year faculty, nontenure-track, tenured, or untenured, Assistant/Associate/Professor (Form).
2. Describe the activity (if travel is involved, please state the location(s) to which you will travel). (Form)
3. Explain how the activity will enhance your teaching, research/creative activity, or service. (Include in **Brief Narrative.**)
4. Include a brief budget, itemizing expenses (i.e., registration fee, hotel, transportation expenses, and per diem) and a description of other funds you have received for this activity or travel. (Include in **Brief Narrative.**)

Additional Information: Criteria, Selection, and Post Award Requirements

- Proposals will be awarded according to the degree to which the proposed professional development will enhance the faculty members' teaching, service, and/or research/creative activity.
- While requests from faculty members of all ranks will be considered, priority will be given to junior faculty members, especially those who are pre-tenure.
- Additional priority will be given to proposals that address issues of diversity, equity, and/or inclusion.
- The Joint Labor Management committee, [composed of the UAS UNAC Organization Vice President, the UAS Faculty Senate President, and two members selected by the Provost], will review requests and make selections. Award announcements are expected by **April 17, 2024.**
- **Post Award:** After completion of the funded activity, faculty must submit a brief summary of their experience to Anita Parrish (aaparrish@alaska.edu) and ensure departmental staff have all necessary expense documentation to submit a JV for funding reimbursement within 15 days. Failure to complete post-award required reporting on time may jeopardize future applications.