# Penn State DuBois Professional Development Grants 2022-2023

**Deadline for Submitting Proposals: 12pm (noon) on August 12, 2022**

## ****Purpose****

The Penn State DuBois Professional Development Grant (PDG) program is a source of financial support for the development of ***non-tenure-system faculty*** at Penn State DuBois. It is intended to support faculty in their efforts to stay current in their discipline. These funds support the growth of faculty in developing new skills, learning new strategies and advancing in knowledge of their profession in general.

## ****Eligibility****

All full-time faculty members in the non-tenured system are invited to apply for PDG funding.

## ****Research and Scholarship Projects****

Any of the following general types of professional development activity are appropriate for PDG proposals:

1. Presenting at a conference, seminar or other event that is focused on your discipline.
2. Routine course development and instructional improvement.
3. Attending a conference, seminar or other instruction or event that is related to your teaching and discipline.
4. Other instructional related support that would help you in developing professionally.

While developing your proposal, keep the following considerations in mind:

1. Travel may be included, but the proposal must explain clearly how the travel is **essential** for the conduct of the research and scholarly activity.
2. The purchase of software, printed material, microfiche, supplies, and other similar materials may be included, provided the applicant makes it clear in the proposal that the purchase is **directly related** to the activities of the project. The purchase of microcomputers is not supported. Any equipment purchased with PDG funds becomes the property of the University.
3. Requests for released time from teaching are not permitted**.**
4. Support for stipends and supplemental salary may **not** be included in a PDG request.

No amount of support is too small to request through the PDG proposals. For all proposals, budget items should be clearly itemized and related directly to project activities on the accompanying form.

## Review Process

PDGs are awarded on a competitive basis. Each proposal is evaluated by a committee. The Chief Academic Officer (CAO) is responsible for making final decisions. All proposals may not be funded due to limited budgets, and some proposals may receive only partial support. The committee will evaluate the quality of the proposals and the potential contribution of the project activities to the applicant's professional development.

## Project Completion

At the conclusion of the project, faculty members are expected to provide a brief report (one page maximum) of project activities to the CAO. The report may be submitted via email to Laura Pentz at [laurapentz@psu.edu](mailto:laurapentz@psu.edu).

Because of the temporary nature of the funds for the PDGs, project money should be expended prior to June 30. However, short-term extensions may be granted by the CAO. A request for an extension may be made by sending an email message to the CAO. A brief explanation of the reason for the extension must be provided.

Please consult the document, **Principles and Procedures of Academic Affairs Funding Committee** for further information about the application and review process.

## ****Proposal** **Text****

The text of the proposal should not exceed **two pages in length**. The following topics must be discussed **in plain English**:

1. **Objectives of the Project:** State clearly and briefly the objectives of the proposed project. What do you plan to accomplish?
2. **Significance of Proposed Project:** State how this project will benefit your personal record of achievement.
3. **Procedures:** Describe project activities and explain how they are related to the objectives. Explain how you plan to accomplish each objective. As you prepare these sections, include adequate information to permit evaluation of the proposal.
4. **Previous PDG Support:** For your three most recent PDG awards, list the year and amount of the award and the outcome of the project. We are especially interested in products that resulted from PDG support, such as journal articles, professional meeting presentations, book chapters, musical compositions, paintings, or software. Grant proposals or funding incident to the PDG may also be submitted as products resulting from the PDG.

## Proposal Content

Your proposal should include the following sections (in order):

1. **Budget Summary Cover Sheet (use attached form)**.
2. **Proposal Text** (maximum of 2 pages) written in **plain English,** i.e., avoid disciplinary jargon.
3. **Itemized Budget Information:** Explain the components of the budget presented in the budget summary.
4. **Evaluation page (use attached form)**

## Procedure for Submission

Please forward the completed proposal to Laura electronically at [laurapentz@psu.edu](mailto:laurapentz@psu.edu).

# PROFESSIONAL DEVELOPMENT GRANT

## PENN STATE DUBOIS

**Budget Summary**

Name: Date:

Rank: Email address:

Campus: Division:

Title of Proposed Project:

Budget Summary: Summarize below the expenditures for which you are requesting PDG support. Indicate by source in column (2) any matching funds available for the project. Attach a separate page explaining anticipated expenditures in the categories below, such as individual trips, including destinations; equipment lists; wage payroll or work-study employees, including compensation rates; and materials lists. Identify in-kind support from other sources.

Expenditures from:

* 1. Total Professional Development Funds Requested
  2. Matching funds**/**Other sources

| Expenditure For | Amount |
| --- | --- |
| Travel |  |
| Equipment |  |
| Wages |  |
| Materials |  |
| Other: (specify) |  |
| Totals: |  |

The net amount requested from the PDG total (Column 1) MINUS any match available from other sources (Column 2).

**Net amount requested from PDG**:

**PDG EVALUATION FORM**

**RECORD OF REVIEW BY Committee**

(Please attach this form as the final page of the PDG proposal.)

Quality of Proposal: Low Medium High

Impact on Quality of Teaching: Low Medium High

Funding Decision: Yes No

Funding Amount (if to be funded) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: