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The following was recently sent to all Non-Senate Faculty with active appointments. Please encourage your eligible Non-Senate Faculty (Lecturers and Supervisors of Teacher Education) to familiarize themselves with this funding opportunity.

University of California Santa Barbara
Non-Senate Faculty Professional Development Fund

2024 – 2025 1st Call for Proposals

Award Period: July 1, 2024 through June 30, 2025

1st Call Application Submission Deadline: April 12, 2024

In accordance with the Unit 18 contract negotiated by the UC-AFT, the university created a fund for professional development for non-senate faculty (NSF) members. The Non-Senate Faculty Council on Professional Development, a committee of five current non-senate faculty members, is responsible for reviewing applications for these funds and making award recommendations to the Executive Vice Chancellor. The relevant clause of the contract is as follows:

Individual Unit 18 faculty will be eligible to submit requests for funding to support proposals for professional development, including but not limited to professional meetings, training seminars, software, and paid leave, all of which should be in support of pedagogical endeavors. Only those Unit 18 faculty with continuing appointments will be eligible to submit requests for paid leave. (9.C.4)

Eligibility

Funds are available for use by all UCSB non-senate faculty covered by the Unit 18 contract, regardless of type or length of appointment. This includes both lecturers and supervisors of teacher education. Course relief (referred to as “paid leave” in the Unit 18 contract) funds are only available to non-senate faculty with continuing appointments. *Recipients must have an active appointment while completing the project and at the time of expense reimbursement.*

Applicants who received NSF Professional Development awards in the past must submit a brief completion report summarizing how the award funds were used. Although past recipients of Non-Senate Faculty Development Fund Grants can still apply, preference may be given to new applicants, especially for larger grants.

Types of Proposals

Funds may be used for conferences and research, course relief, workshop attendance, creative/research projects, exhibitions and performances, materials specifically related to a special project, or for other purposes related to non-senate faculty development. The Council encourages the use of other funding sources in conjunction with these awards.

Restrictions

Applicants may only apply to one call per academic year. The fund is designed to offer support for a wide range of activities and projects; however, it cannot finance entire conferences, pay dues or memberships for professional organizations, pay for food or alcohol, or support curriculum development projects normally financed by university departments and organizations, including equipment such as computers, printers, or course materials. Any exceptional materials or equipment paid for by this award is considered property of UCSB. All award related receipts and invoices should be processed using standard University accounting procedures and following applicable Federal, State, and UC policies and restrictions.

There are two categories of awards; small grants (up to \$1,500) and large grants (over \$1,500). Due to the limited size of the fund's resources, more small grants may be awarded than large grants. Depending on the number and type of applications received, the Council may not fund participants who have received one or more awards in previous years.

Award Criteria

Awards are granted based on the potential benefit to the professional development of the faculty member, the feasibility of the project, and the potential contribution to the university community. Proposals may be fully or partially funded.

There are two calls for the 2024-25 award period. Awards given in response to either call must be used between July 1, 2024 and June 30, 2025. See FAQ for further details.

APPLICATION PROCEDURES

All Non-Senate Faculty Professional Development Fund applications must be submitted electronically using the online process.

APPLICATION STEPS:

1. Log on to <https://ap.ucsb.edu/~awards/apply/> using your UCSB NetID and password; this is the same login information that is used to log on to eGrades.
2. Locate the "Non-Senate Faculty Professional Development Fund" and click "Apply."
3. Fill out the application form and submit the required supporting documents listed below. **All supporting documentation must be uploaded in PDF form.**
 - a. For prior award recipients, a 100-word completion report describing the activities supported by the most recent award, if you have not already submitted a report. Please email this to ap-awards@ucsb.edu.

Applications must be submitted by **April 12, 2024 (Friday), 5:00 p.m. PST.**

- b. The application system automatically closes at this time. Applications will not be accepted after the deadline.
- c. Any supporting documents provided after the deadline (for applications *already submitted by the deadline*) will be marked "late."

Once you have submitted your application, your departmental Business Officer/MSO will be notified via email and asked to complete the application by providing the departmental account information *prior to the end of the MSO deadline on **April 17, 2024 (Wednesday), 5:00 p.m. PST.***

SUPPORTING DOCUMENTS

Small Awards (up to \$1,500), please submit:

1. A completed application form, with a **detailed** budget. Include a list of other sources of support available, if applicable.
 - a. Please also include a summary of no more than 300 words that describes the timetable and budget.
2. A 500-word description of the project or activity and its expected results. Discuss the significance to the applicant's professional development as well as the impact on their teaching at UCSB.
3. Copies of any relevant correspondence, such as the call for papers, opportunities for exhibitions or performances, or any letters of acceptance to confirm any and all requested items to be funded.
4. The applicant's current CV.

Large Awards (over \$1,500), please submit:

1. A completed application form, with a **detailed** budget. Include a list of other sources of support available, if applicable.
 - a. Please also include a summary of no more than 300 words that describes the timetable and budget.
2. A 500-word description of the project or activity and its expected results. Discuss the significance to the applicant's professional development as well as the impact on their teaching at UCSB.
3. Copies of any relevant correspondence, such as the call for papers, opportunities for exhibitions or performances, or any letters of acceptance to confirm any and all requested items to be funded.
4. The applicant's current CV.
5. ***A reference letter from a relevant authority in the applicant's field.***
6. ***If course relief is being requested in the proposal, include a letter of support from the applicant's department chair.***