In accordance with the contract with Unit 18 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 at least five current non-senate faculty members, is responsible for reviewing applications for these funds and making recommendations to the Executive Vice Chancellor. The relevant clause of the contract is as follows:

*Individual NSF 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 NSF with Continuing Appointments will be eligible to submit requests for paid leave. (9.F.2)*

**Eligibility**

Funds are available for use by all UCSB non-senate faculty, regardless of type or length of appointment. This includes both lecturers and supervisors of teacher education. However, funds may be used for course relief only by non-senate faculty with Continuing Appointments. Recipients must have an active appointment while completing the project and when the expenses will be reimbursed.

Applicants who have received 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**

The Council calls for a wide range of proposals related to non-senate faculty development. Funds may be used for conference and research travel, course relief, workshop attendance, creative/research projects, materials specifically related to a special project, or for other purposes related to non-senate faculty development. Proposals may be partially funded. The Council encourages the use of other funding sources in conjunction with these awards.

**Restrictions**

While the fund is designed to offer support for a wide range of activities and projects, it cannot finance entire conferences, pay dues for professional organizations, or support curriculum development projects normally financed by university departments and organizations. Applicants should limit themselves to one proposal per year.

Awards will be granted in two categories: small grants (up to $1,000) and large grants (over $1,000). Due to the limited size of the fund’s resources, more small grants will be awarded than large grants. Non-senate faculty may only receive one grant per academic year. Depending on the number and type of applications received, the Council reserves the right not to fund participants who have received an award in the preceding year.

**Award Criteria**

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

Funds awarded in response to this call for proposals are to be used between July 1, 2015 and June 30, 2016. See FAQ for further details.
What is the difference between submitting an application in response to the 1st call for proposals versus the 2nd call?
The only difference between the 1st and 2nd call for proposals is the application submission deadline. The application submission deadline in response to the 1st call for proposals has passed. The application submission deadline in response to the 2nd call will be on October 19th, 2015. Funds awarded in response to either call for proposals are still to be used between July 1, 2015 and June 30, 2016. Those who have applied in response to the 1st call should not reapply to the 2nd call.

The review of some proposals submitted for the 1st call may be held until the 2nd call. Proposals considered in response to the 2nd call may be awarded a grant to retroactively fund a project that has already passed in Summer 2015. However, applicants are encouraged to submit their application in response to the 1st call.

Am I eligible for this award?
All UC Santa Barbara non-senate faculty, regardless of type or length of appointment, are eligible for this award. This includes both lecturers and supervisors of teacher education. However, funds may be used for course relief only by non-senate faculty with Continuing Appointments. Recipients must have an active lecturer or supervisor of teacher education appointment while completing the project and when the expenses are reimbursed. You can check your earnings statement for the phrase “IX FAIR SHAR” or “AFT IX DUES.” You may also inquire with your Business Officer/MSO whether or not you are in Unit 18.

At this time, I do not know if I will have a lecturer or supervisor of teacher education appointment in 2015-2016. Can I still apply for an award?
You may apply for an award. However, recipients must have an active lecturer or supervisor of teacher education appointment while completing the project and when the expenses are reimbursed.

How detailed should my budget be?
Since the Council reviews budgets very closely, please include as much detail as possible in your budget summary. Please remember to include accurate estimates if actual costs are not available.

I received an award a few years ago. Is an award completion report still required to be eligible?
Applicants who have received an award at any point will need to submit a completion report for that award in order to be eligible for a new award. The report should be a summary of how you used the funds granted the last time you received an award.

If I receive an award and am unable to use it (i.e. not accepted to proposed event, unable to attend conference), what happens to the funds?
Prior acceptance to a conference is not necessary to apply; however, any unused funds must be returned to the award program by July 1, 2016.

How do I submit my application?
All application documents should be submitted electronically to https://ap.ucsb.edu/~awards/apply/ by October 19, 2015 at 5:00 pm. Only applications submitted using the online process will be considered. If you are unable to scan certain documents with your own equipment, please work with your department to ensure proper submission prior to the deadline.

What if my Business Officer/MSO is unavailable to complete their portion of the application?
Departmental Business Officers/MSOs must complete their portion of the application form in order for it to be considered complete by October 26, 2015 at 5:00 pm. Applications and supporting documents must still adhere to the
October 19, 2015 deadline. It is highly recommended that you inform your departmental Business Officer/MSO that you will be applying early on in the process so that they are aware and can anticipate completing the application.

What if I am unable to obtain the reference letter or letter of support from the department chair by the deadline? It is encouraged that you contact your references early on in the application process so that you are able to secure all of the appropriate documents by the deadline. Any documents that are submitted after the deadline will be marked as such.

Is partial funding granted? Yes, partial awards are granted. Due to limited funding, not all proposals will be fully funded.

How will my department receive the funds? Award funds will be transferred during the 2015-2016 fiscal year. Specific funding information for departments will be included in award letters, which will be sent by December 2015.

How will I receive the funds? Funds will be distributed through your department. All reimbursement documents should be processed through your department. Additional information will be included in award letters.

Questions regarding proposals and eligibility
Leslie Hogan – Leslie.Hogan@ccs.ucsb.edu

Questions regarding application submission
Kira Walther – ap-awards@ucsb.edu
Application Procedures

All Non-Senate Faculty Professional Development Fund applications must be submitted electronically using the online process. Logon to https://ap.ucsb.edu/~awards/apply/ using your UCSB NetID and password; this is the same login information that is used to logon to eGrades. Once logged in, locate the Non-Senate Faculty Professional Development Fund and click ‘Apply’. Here you will be able to fill out the application form and submit the proper supporting documentation that is listed below. Supporting documentation should be uploaded as PDF or Word documents. Applications must be submitted by the Monday, October 19, 2015 at 5:00 pm deadline. All applications and or documents submitted after this deadline will be marked late.

Once you have submitted your application, your departmental Business Officer/MSO will be notified, via email, that he/she must complete the application by providing the departmental account information. The Business Officer/MSO must provide the accounting information prior to the end of the grace period on Monday, October 26th, 2015 at 5:00 pm.

Supporting Documents

Small Grants (up to $1,000)

1. A completed application form.
2. A 500-word description of the project or activity and its expected results, as well as the significance for the applicant's professional development and teaching.
3. Copies of any relevant correspondence, such as the call for papers or any letters of acceptance.
4. A timetable and detailed budget, including a list of other sources of support available.
5. The applicant's CV.
6. For prior award recipients, a 100-word completion report describing the activities supported by the most recent award.

Large Grants (over $1,000)

1. A completed application form.
2. A 500-word description of the project or activity and its expected results, as well as the significance for the applicant's professional development and teaching.
3. Copies of any relevant correspondence, such as the call for papers or any letters of acceptance.
4. A timetable and detailed budget, including a list of other sources of support available.
5. The applicant's CV.
6. For prior award recipients, a 100-word completion report describing the activities supported by the most recent award.
7. A reference letter from a relevant authority in the applicant's field.
8. A letter of support from the applicant's department chair, if course relief is being requested.