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 at least five current non-senate faculty members, is responsible for reviewing applications for these funds and making awards 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 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 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 may still apply, preference may be given to new applicants, especially for larger grants.

Types of Proposals
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. The Council encourages the use of other funding sources in conjunction with these awards.

Restrictions
Applicants may apply to only 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 supplies or 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 (i.e., AB 1887).

There are two categories of awards; 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 may be awarded than large grants. Depending on the number and type of applications received, the Council reserves the right not to 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 its potential contribution to the university community. Proposals may be fully or partially funded.

There are two calls for the 2018-19 award period. Awards given for either call must be used between July 1, 2018 and June 30, 2019. See FAQ for further details.
Frequently Asked Questions
Non-Senate Faculty Professional Development Fund

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 2nd call deadline is Monday, October 8, 2018 at 5:00 p.m. PST.
● You may submit only one application per academic year.
● Proposals submitted in response to the 2nd call may request retroactive funding for projects completed between July 1, 2018 and the 2nd call deadline.
● Funds awarded in response to either call for proposals must be used between July 1, 2018 and June 30, 2019.

Am I eligible for this award?
● All UC Santa Barbara non-senate faculty covered by the Unit 18 contract, regardless of type or length of appointment, are eligible for this award. This includes both lecturers and supervisors of teacher education.
● Recipients must have an active lecturer or supervisor of teacher education appointment while completing the funded project and at the time of expense reimbursement. If you do not have an active appointment at the time of the project, your application will not be considered for funding. Please check with your department about your appointment status before you apply.
● Course relief funds can only be awarded to non-senate faculty with continuing appointments.
● To confirm your Unit 18 status, you can check your earnings statement for the phrase “IX FAIR SHAR” or “AFT IX DUES.” You may also ask your Business Officer/MSO to see if your position is under the Unit 18 contract by checking personnel records to see if you have a TUC code of “IX.”

At this time, I do not know if I will have a lecturer or supervisor of teacher education appointment in 2018-2019. 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 at the time of expense reimbursement.

How detailed should my budget be?
● The review council reviews budgets very closely, so be sure to include as much detail as possible in your budget summary.
● Estimates are acceptable if actual costs are not available at the time of application submission.
● Expenses incurred for meals, snacks, or drinks (including alcohol) will not be reimbursed by NSF Development Funds. Please do not include these types of expenses on the budget.
● Mileage estimates for travel by car should be figured using the most direct route. Departure and arrival locations should be noted. Mileage shall ordinarily be computed between the traveler’s headquarters and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel originates or terminates during a regularly scheduled day off.

I received an award a few years ago. Is an award completion report still required to be eligible?
● Applicants who received any past NSF Professional Development Award will need to submit a completion report for each award in order to be eligible for a new award. There is a section on the online application where you can upload your completion report(s).
If I receive an award and am unable to use it (e.g., my proposal is not accepted or I am 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 before July 1, 2019.

How do I submit my application?
All application documents must be submitted electronically to https://ap.ucsb.edu/~awards/apply/ by no later than Monday, October 8, 2018 at 5:00 p.m. PST. If you are unable to scan certain documents with your own equipment, please work with your department to ensure submission prior to the deadline.

What if my Business Officer/MSO is unavailable to complete their portion of the application?
In order for your application to be considered, your departmental Business Officers/MSOs must complete their portion of the application form by the MSO deadline of October 12, 2018, 5:00 p.m. PST. Failure to do so may result in your application being marked as ineligible for consideration. It is highly recommended that early in the process you inform your departmental Business Officer/MSO that you will be applying. You may also want to check in with them before the MSO deadline to make sure their portion of your application is complete.

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

Is partial funding ever granted?
Yes, partial awards may be granted. Due to limited funding, full funding of projects is not always possible.

How will my department receive the funds?
Award funds will be transferred during the 2018-2019 fiscal year. Specific funding information for departments is included with award letters.

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

Questions regarding proposals and eligibility
Claudia Tyler - claudia.tyler@lifesci.ucsb.edu

Questions regarding application submission
Elizabeth “ZouZou” Chapman - awards@ap.ucsb.edu
APPLICATION PROCEDURES

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

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.” Then fill out the application form and submit the supporting documentation listed below. All supporting documentation must be uploaded in PDF form.
3. Applications must be submitted by October 8, 2018, 5:00 p.m. PST.
   a. The application system automatically closes at this time. Applications will not be accepted after the deadline.
   b. 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 grace period on October 12, 2018, 5:00 p.m. PST.

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 and/or letter of acceptance.
4. A timetable and detailed budget, including a list of other sources of support available. Use the Excel budget template in the “Budget” section of the online application portal.
5. The applicant's current 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. Use the Excel budget template in the “Budget” section of the online application portal.
5. The applicant's current 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.