1st Call Application Submission Deadline: April 15, 2019

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 award 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 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 can 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, 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 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 $1,500) 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 2019-20 award period. Awards given for either call must be used between July 1, 2019 and June 30, 2020. 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 two calls is the application submission deadline:
  - The 1st call deadline is Monday, April 15, 2019 at 5:00 p.m. PST.
  - The 2nd call deadline is typically the 2nd week of October. 2nd call documentation will be distributed in early September.
- You may submit only one application per academic year. If you apply for the 1st call, you may not apply for the 2nd call.
- Some 1st call proposals may be held until the 2nd call at the discretion of the review council.
- Proposals submitted in response to the 2nd call may request retroactive funding for projects completed during Summer 2019.
- Funds awarded in response to either call for proposals must be used between July 1, 2019 and June 30, 2020.

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.
- 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 check UCPath to see if your “Benefits Program Participation” has an active “IX” code.
- Only non-senate faculty with continuing appointments are eligible for course relief funds.

I do not know if I will have a lecturer or supervisor of teacher education appointment in during the grant period. Can I still apply for an award?

- Yes, 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. Check with your department Business Officer/MSO to confirm your active appointment dates/status.

How detailed should my budget be?

- The review council reviews budgets closely, so include as much detail as possible in your budget.
- Estimates are acceptable if actual costs are not available at the time of application submission.
- Do NOT include food/meal expenses on your budget. Expenses incurred for meals, snacks, or drinks (including alcohol) will not be reimbursed by NSF Development Funds.
- Calculate mileage estimates for travel by car 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?

- If you received any past NSF Professional Development Award, you will need to submit a completion report for each award in order to be eligible for a new award.
- The report should include the name of your awarded project or conference, the conference location and dates (if applicable), the amount you were awarded, and a brief description of the highlights, key success factors, or outcomes of the project/conference.
- Upload the completed report(s) in the provided section of the application portal.
If I receive an award and I am unable to use it (e.g., I am unable to attend conference or my project is cancelled), what happens to the funds?
Any unused funds must be returned to the EVC’s office before July 1, 2020. Please note that prior acceptance to a conference is not necessary to apply.

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, April 15, 2019 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 April 19, 2019, 5:00 p.m. PST. Failure to do so may result in your application being marked as ineligible for consideration. Please contact your Business Officer/MSO early on in the application process so you are able to secure all appropriate documents by the deadline.

What if I am unable to obtain the reference letter or letter of support from the department chair by the deadline?
Please contact your references early on in the application process so you are able to secure all appropriate documents by the deadline. Any documents submitted after the deadline will be marked as “late.” Failure to provide required reference letters may result in your application being marked as ineligible for consideration.

How will my department receive the funds?
Award funds will be transferred during the 2019-2020 fiscal year. Specific funding information for departments will be included with award letters.

How will I receive the funds?
Applicants will be notified of award decisions via email. Funds are 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.

Who is on the review committee?
Ingrid Bowman, English for Multilingual Students and Linguistics (ibowman@linguistics.ucsb.edu)
Shu-Chuan (Bella) Chen, East Asian Studies (bellachen@eastasian.ucsb.edu)
Linda Ekstrom, Art (ekstrom@arts.ucsb.edu)
Kathleen Patterson, Writing Program (kpatterson@ucsb.edu)
Evelyn Reder (Committee Chair), Germanic and Slavic Studies (evelynreder@gss.ucsb.edu)

Questions regarding proposals and eligibility
Evelyn Reder - evelynreder@gss.ucsb.edu

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

Applications must be submitted by April 15, 2019, 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 MSO deadline on April 19, 2019, 5:00 p.m. PST.

SUPPORTING DOCUMENTS

Small Grants (up to $1,500)

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, opportunities for exhibitions or performances, or any letters of acceptance.
4. A timetable and detailed budget, including a list of other sources of support available. An Excel budget template is provided 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 $1,500)

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, opportunities for exhibitions or performances, or any letters of acceptance.
4. A timetable and detailed budget, including a list of other sources of support available. An Excel budget template is provided 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.