**Application for a Dean’s Grant for Professional Development**

**SIUE School of Education, Health and Human Behavior**

Revised 10/16/2019

**Purpose**

Dean’s Grants for Professional Development are designed to enhance the teaching or research skills, or the accreditation goals, of the SEHHB faculty.

**Eligibility and Funding**

All tenured and tenure-track faculty in the SEHHB are eligible to apply. There are no strict funding limits for this grant, but activities that cost more than $1600 are unlikely to be funded, and costs for conference trips, guest speakers, webinars, etc. are expected to be prudent and within the norms familiar to the interdisciplinary review committee. Grants may be fully or partially funded and the associate dean can provide information about the total amount available for these grants in a given semester. The probability of having an application funded depends on how many applications there are, and sometimes the total number of applications is unknown until the hours before the deadline. Funds not spent by the grant end-date (the end of the semester for which funds are requested) will be forfeited. Principal investigators are responsible for investigating and complying with applicable policies and procedures.

Ineligible expenses include stipends for SEHHB faculty, graduate assistantships, services or expendable materials ordinarily provided by the university, sales tax, and expenses associated with the routine completion of an externally funded project. These grants are competitive and will be reviewed by an interdisciplinary committee according to the following criteria:

1. The clarity and concision of the application

2. How the knowledge will be shared

3. The work’s importance and alignment with the school’s mission and goals

4. The clarity and reasonableness of the budget

**Deadlines**

Deadlines for the Dean’s Grant for Professional Development are: *noon on October 15 for the spring semester and noon on March 15 for the summer or fall semester.*

*Fall grants are for: August 16 – December 31*

*Spring grants are for: January 1 – May 15*

*Summer grants are for: May 16 – August 15*

(After the remaining pages are completed, this first page can be removed prior to submission.)

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Applications should be submitted to the associate dean by the deadline. Please follow the instructions in Parts I-VI below.

I. Please complete the tracking information in this section. Multiple applicants may be listed.

Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activity Semester: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer Year: \_\_\_\_\_\_\_\_\_\_\_

Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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II. In 300 words or less, describe the activity and how it aligns with the school’s mission and goals.

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III. In 100 words or less, describe who will benefit from the activity, how they will benefit, and how information will be shared.

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IV. List the activity costs. Before finalizing your budget, consult with your department office administrator about university purchasing policies and procedures.

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| --- | --- |
| Item Description | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

V. Signatures/Approvals

By signing below, the applicant(s) commit(s) to completing a *final report that is due no later than the conclusion of the semester following the activity semester*. The final report must describe, in 600 words or less, what was learned, how knowledge was shared, and who benefitted. **Failure to provide this report within the time provided may result in ineligibility for future funding.**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

After the department chair signs, this application form must be submitted (preferably by email) to the chair of the SEHHB Research and Projects Committee by the applicable deadline.