Introduction
The purpose of this document is to assemble for easy reference information on the various types of support available for faculty professional development and research. This document is for reference only and is based upon policies and procedures in place as of August 2015. Members of the faculty who are seeking support for professional development and/or research must provide the appropriate information to the responsible parties (College Dean, Vice President of Academic Affairs, Faculty Status Committee, or Faculty Research Committee, depending on the mode of support sought).

This guide will provide information for the following forms of professional development/research support:

1. Faculty research grants, summer research grants, and Brassington award (administered by Faculty Research Committee and VPAA)
2. General professional development funds (administered by college deans)
3. Faculty conference grants (administered by college deans)
4. Release time for research (administered by college deans)

Section 1: Faculty Research Grants and Summer Research Grants
Up to $205,000 is available for faculty research projects in 2016-2017—$80,000 to fund tenured, and tenure track faculty research grants, $10,000 to fund non-tenured track faculty research grants, and $90,000 to fund summer research grants, and $25,000 for the Brassington Award. These programs are administered by the Faculty Research Committee. If any funds remain from the $90,000, the committee may allocate the remaining funds to tenured, tenure-track, and non-tenure track faculty for summer research grants.

Committee Members: The review committee will be composed of the college deans as ex-officio members and six full-time faculty members with research experience beyond the dissertation, one from sciences, arts, social sciences, and CPSSS professional programs, and two from health sciences. Faculty will be elected by members of their respective colleges, and these elections will be administered by the college deans.

The Faculty Research Committee receives proposals for research grants and makes recommendations to the Vice President of Academic Affairs regarding their funding acceptability. The VPAA makes the final decision.

Part 1: Faculty Research Grants for Tenure Track and Tenured Faculty
There is no limit on single project budget requests for the fall and spring semesters. However, generally it is anticipated that awards will be no more than $10,000.
Eligibility: Full-time, tenure track and tenured faculty are eligible to apply for this program. The principal investigator must be the author of the proposal.

Purpose: The purpose of the faculty research grants program is to stimulate work which will enhance the scholarly development of faculty. The goal is to enhance the faculty member’s and universities scholarly portfolio with increased numbers of publications, presentations and/or grants. Specifically, it is intended to support pilot work, development of external grant proposals, small scale studies, continuing research or other significant research activities.

Faculty may submit continuing projects. However, it is incumbent upon the researcher to justify the need for continued support by the university. Also, it is the researcher’s responsibility to indicate in the application that the study is a continuation of previously funded work. A continuation is any project that is initiated within 12 months of the published final report date of the previously funded project.

Research: For the purpose of this program, research is defined as the application of rigorous methods of inquiry to the study of a particular problem or subject area with the outcome of creating knowledge that leads to publication, presentation and external grants.

Process: Submit an application which includes the following:
(Forms can be found on e-MU under the Academics channel, Office of Sponsored Research, Faculty & Summer Research Grants Program.)
http://www.misericordia.edu/page.cfm?p=778

1. Cover Sheet (must submit original)

2. Research Plan
   a) Arts and Humanities Research: area of interest, need for the research, relevant literature review, research plan, contribution to the field.
   b) Quantitative Research Studies: problem statement/hypothesis, literature review, need for the research, research design, sample, method of analysis, limitations, contribution to the field.
   c) Qualitative Research Studies: area of interest, need for the study (including a literature review), research design, plans for data analysis, contribution to the field.

Note: For continuing projects, provide an update on current research activity as well as a description of what is to be achieved in the next year. Also, provide a section in your proposal (with an underlined title) to indicate what you will be doing differently from the previous award and provide information about what you have completed during the last funding cycle.

3. Research Contribution
   a) Describe the potential this project has for publication, presentation and/or external funding beyond the grant period.
   b) Describe your plans for disseminating the findings.
Note: For continuing projects, provide a section in your proposal (with an underlined title) and describe submissions for publication, presentation, or external grant funds that have been secured during the preceding funding period.

4. Contribution to Student Learning
Describe how you will engage students in your research, and/or describe the benefits of your research to your teaching.

Note: For continuing projects, provide a section in your proposal (with an underlined title) and describe student involvement in your research or use of your ongoing research in your teaching.

5. Timeline
Include a timeline not to exceed 12 months which illustrates your research plan. If more time is required to complete your project, justify the extended period. If the study will include human subjects, include your timeline for IRB review.

6. Budget
All submissions must use the budget form. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are NOT fundable. In addition, expenses incurred prior to the application process will not be reimbursed. Funds can be used to pay adjunct faculty to cover a part of your teaching load for project completion. Justification for this request should be clear. Faculty members who are awarded grants that include release time may not accrue more than 12 credit hours in a semester (including the release time). Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2016-2017 will be as follows:
  - $ 8.75 per hour - level 2
  - $ 9.50 per hour - level 3
  - $10.00 per hour - level 4

7. Budget Justification
In addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense.

8. Support
The applicant(s) must include two original letters of support: 1) from the department chair with a detailed explanation of how courses will be covered if the grant includes release time and addressing the department’s support of the project (if the applicant is the department chair, the college dean should provide this letter); and 2) from a peer in the discipline from outside of Misericordia University who can attest to the potential contribution of the research to the field. Outside letters of support should not be from a consultant to the project or a co-investigator. If a co-investigator or a consultant writes a support letter, it should be a separate letter. Letters of support are critically important. Encourage the authors to be specific about the value of the research and its future contribution to the field. In addition, the department chair and college dean must acknowledge the submission of the application (see cover sheet).
Note: For continuing projects, endorsement of your department chair and college dean (see cover sheet) is required. The department chair’s letter should include a detailed explanation of how courses will be covered if the grant includes release time. Please also submit the original endorsement letter(s) from colleagues.

9. Curriculum Vita
A curriculum vita which illustrates the researcher’s scholarly work is to be attached to the application. Only provide information that is relevant to this project (vita not to exceed five pages single spaced).

Timeline for submission/reporting for 2016-2017:
August 2015 Guidelines released
December 11, 2015 Applications due by 12 noon
February 5, 2016 Awards announced
August 19, 2016 Project start date
February 3, 2017 Mid-year report before 4 p.m.
August 14, 2017 Final report before 4 p.m. (submit by email to mnelson@misericordia.edu, who will forward to Faculty Research Committee and VPAA)

Submission: An original paper copy of the application including the cover sheet, as well as an electronic copy of the application including scanned copies of support letters (not to exceed 10 pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around – excluding budget justification, budget spreadsheet, references, support letters and curriculum vita) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on December 11, 2015. Incomplete applications will not be considered.

Awarding of Faculty Research Grants: Not all Faculty Research Grant proposals may be funded. Prior to February 5, 2016, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available.

Stipulation: Award recipients are subject to general conditions. These can be found on e-MU under the Academics channel, Office of Sponsored Research, in the Faculty Research Grants section under “stipulations.”

Part 2: Faculty Research Grants for Non-Tenure Track Faculty

Eligibility: Full-time, non-tenure track faculty are eligible to apply for this program. The principal investigator must be the author of the proposal.

Purpose: The purpose of the faculty research grants program is to stimulate work which will enhance the scholarly development of faculty. The goal is to enhance the faculty member’s and university’s scholarly portfolio with increased numbers of publications, presentations and/or grants. Specifically, it is intended to support pilot work, small scale studies, continuing research or other research activities.
Faculty may submit continuing projects. However, it is incumbent upon the researcher to justify the need for continued support by the university. Also, it is the researcher’s responsibility to indicate in the application that the study is a continuation of previously funded work. A continuation is any project that is initiated within 12 months of the published final report date of the previously funded project.

**Research:** For the purpose of this program, research is defined as the application of rigorous methods of inquiry to the study of a particular problem or subject area with the outcome of creating knowledge that leads to publication, presentation and external grants.

**Process:** Submit an application which includes the following:

*(Forms can be found on e-MU under the Academics channel, Office of Sponsored Research, Faculty & Summer Research Grants Program.)*

http://www.misericordia.edu/page.cfm?p=778

1. **Cover Sheet** (must submit original)

2. **Research Plan**
   a) Arts and Humanities Research: area of interest, need for the research, relevant literature review, research plan, contribution to the field.
   b) Quantitative Research Studies: problem statement/hypothesis, literature review, need for the research, research design, sample, method of analysis, limitations, contribution to the field.
   c) Qualitative Research Studies: area of interest, need for the study (including a Literature review), research design, plans for data analysis, contribution to the field.

   **Note:** For continuing projects, provide an update on current research activity as well as a description of what is to be achieved in the next year. Also, provide a section in your proposal (with an underlined title) to indicate what you will be doing differently from the previous award and provide information about what you have completed during the last funding cycle.

3. **Research Contribution**
   a) Describe the potential this project has for publication, presentation and/or external funding beyond the grant period.
   b) Describe your plans for disseminating the findings.

   **Note:** For continuing projects, provide a section in your proposal (with an underlined title) and describe submissions for publication, presentation, or external grant funds that have been secured during the preceding funding period.

4. **Contribution to Student Learning**
   Describe how you will engage students in your research, and/or describe the benefits of your research to your teaching.

   **Note:** For continuing projects, provide a section in your proposal (with an underlined title) and describe student involvement in your research or use of your ongoing research in your teaching.
5. **Timeline**  
Include a timeline not to exceed 12 months which illustrates your research plan. If more time is required to complete your project, justify the extended period. If the study will include human subjects, include your timeline for IRB review.

6. **Budget**  
All submissions must use the budget form. Non-Tenure track faculty cannot request release time. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are NOT fundable. In addition, expenses incurred prior to the application process will not be reimbursed. Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2016-2017 will be as follows:  
- $ 8.75 per hour – Level 2  
- $ 9.50 per hour – Level 3  
- $10.00 per hour – Level 4

7. **Budget Justification**  
In addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense.

8. **Support**  
The applicant(s) must include two original letters of support: 1) from the department chair addressing the department’s support of the project (if the applicant is the department chair, the college dean should provide this letter); and 2) from a peer in the discipline from outside of Misericordia University who can attest to the potential contribution of the research to the field. Outside letters of support should not be from a consultant to the project or a co-investigator. If a co-investigator or a consultant writes a support letter, it should be a separate letter. Letters of support are critically important. Encourage the authors to be specific about the value of the research and its future contribution to the field. In addition, the department chair and college dean must acknowledge the submission of the application (see cover sheet).

*Note:* For continuing projects, endorsement of your department chair and college dean (see cover sheet) is required. The department chair’s letter should include a detailed explanation of how courses will be covered if the grant includes release time. Please also submit the original endorsement letter(s) from colleagues.

9. **Curriculum Vita**  
A curriculum vita which illustrates the researcher’s scholarly work is to be attached to the application. Only provide information that is relevant to this project (vita not to exceed five pages single spaced).

**Timeline for submission/reporting for 2016-2017:**  
- **August 2015** Guidelines released  
- **December 11, 2015** Applications due by 12 noon  
- **February 5, 2016** Awards announced
August 19, 2016  Project start date
February 3, 2017  Mid-year report before 4 p.m.
August 14, 2017  Final report before 4 p.m. (submit by email to mnelson@misericordia.edu, who will forward to Faculty Research Committee and VPAA)

**Submission:** An original paper copy of the application including the cover sheet, as well as an electronic copy of the application including scanned copies of support letters (not to exceed 10 pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around – excluding budget justification, budget spreadsheet, references, support letters and curriculum vita) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on December 11, 2015. Incomplete applications will not be considered.

**Awarding of Faculty Research Grants:** Not all Faculty Research Grant proposals may be funded. Prior to February 5, 2016, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available.

**Stipulation:** Award recipients are subject to general conditions. These can be found on e-MU under the Academics channel, Office of Sponsored Research, in the Faculty Research Grants section under “stipulations.”

**Part 3: Brassington Award**
Up to $25,000 may be available to fund one faculty member as the Jonathan and Linda Brassington Research Scholar on an annual basis. This fund is intended to support a major program of research for a faculty member over one calendar year (August to July). According to the donors, funds “should be given to the most promising application to produce the most significant results. If possible, funds should support research which involves the students.” As the process is meant to be competitive, this award will not normally be given in the event of a single applicant.

**Eligibility:** Full-time, tenure track and tenured faculty are eligible to apply for this award. After receiving the award, the recipient will be ineligible for the following two years.

**Purpose:** The purpose of the Jonathan and Linda Brassington Research Award is to provide funds for a faculty member to complete substantive research in his/her field of study. The goal is to enhance the faculty member’s and university’s portfolios with increased numbers of publications, presentations and/or grants.

**Research:** For the purpose of this program, research is defined as the application of rigorous methods of inquiry to the study of a particular problem or subject area with the outcome of creating knowledge that leads to publication, presentation and external grants.

**Process:** The process for submission mirrors the faculty research grant program, and is described below. Individuals who do not receive the Brassington Award will be considered for the faculty research grants program. Budget modifications may be requested. Researchers interested in the Jonathan and Linda Brassington Research Award should submit an application which includes the following:
(Forms can be found on e-MU under the Academics channel, Office of Sponsored Research, Faculty & Summer Research Grants Program.)
http://www.misericordia.edu/page.cfm?p=778

1. **Cover Sheet** (must submit original)

2. **Research Plan**
   a) Arts and Humanities Research: area of interest, need for the research, relevant literature review, research plan, contribution to the field.
   b) Quantitative Research Studies: problem statement/hypothesis, literature review, need for the research, research design, sample, method of analysis, limitations, contribution to the field.
   c) Qualitative Research Studies: area of interest, need for the study (including a cursory literature review), research design, plans for data analysis, contribution to the field.

3. **Research Contribution**
   a) Describe the potential this project has for publication, presentation and/or external funding beyond the grant period.
   b) Describe your plans for disseminating the findings.

4. **Contribution to Student Learning**
   Describe how you will engage students in your research, and/or describe the benefits of your research to your teaching.

5. **Timeline**
   Include a timeline not to exceed 12 months which illustrates your research plan. If more time is required to complete your project, justify the extended period. If the study will include human subjects, include your timeline for IRB review.

6. **Budget**
   All submissions must use the budget form. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are NOT fundable. In addition, expenses incurred prior to the application process will not be reimbursed. Funds can be used to pay adjunct faculty to cover a part of your teaching load for project completion. Justification for this request should be clear. Faculty members who are awarded grants that include release time may not accrue more than 12 credit hours in a semester (including the release time). Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2016-2017 will be as follows:

   $ 8.75 per hour - level 2
   $ 9.50 per hour - level 3
   $ 10.00 per hour - level 4

7. **Budget Justification**
   In addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense.
8. **Support**
The applicant(s) must include two original letters of support: 1) from the department chair with a detailed explanation of how courses will be covered if the grant includes release time and addressing the department’s support of the project (if the applicant is the department chair, the college dean should provide this letter); and 2) from a peer in the discipline from outside of Misericordia University who can attest to the potential contribution of the research to the field. Outside letters of support should not be from a consultant to the project or a co-investigator. If a co-investigator or a consultant writes a support letter, it should be a separate letter. Letters of support are critically important. Encourage the authors to be specific about the value of the research and its future contribution to the field. In addition, the department chair and college dean must acknowledge the submission of the application (see cover sheet).

9. **Curriculum Vita**
A curriculum vita which illustrates the researcher’s scholarly work is to be attached to the application. Only provide information that is relevant to this project (vita not to exceed five pages single spaced).

**Timeline for submission/reporting for 2016-2017:**

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<thead>
<tr>
<th>Date</th>
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<tr>
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**Submission:** An original paper copy of the application including the cover sheet, as well as an electronic copy of the application including scanned copies of support letters (not to exceed 10 pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around – excluding budget justification, budget spreadsheet, references, support letters and curriculum vita) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on December 11, 2015. Incomplete applications will not be considered.

**Awarding of the Brassington Grant:** Prior to February 5, 2016, the Faculty Research Committee will award the grant to the proposal that looks the most promising. Applications not awarded will be considered for a Faculty Research grant.

**Stipulation:** Award recipients are subject to general conditions. These can be found on e-MU under the Academics channel, Office of Sponsored Research, in the Faculty Research Grants section under “stipulations.”

**Part 4: Summer Research Grants**

Individual faculty who wish to conduct scholarly research in an area of their academic discipline during the summer months may apply for a summer research grant.
Timeline for submission/reporting for summer 2016:

August 2015       Guidelines released
December 11, 2015 Applications are due by 12 noon
February 5, 2016  Awards announced
May 20, 2016      Project start date
December 9, 2016  Progress report before 4 p.m.
April 3, 2017     Final report before 4 p.m. (submit by email to mnelson@misericordia.edu, who will forward to Faculty Research Committee and VPAA)

Policies and Procedures for Summer Research Grants:

Eligibility: All full-time faculty at Misericordia University are eligible to apply.

Purpose: The purpose of the summer research grants program is to stimulate work which will enhance the scholarly development of faculty. In addition to scholarly research as commonly practiced in humanistic, scientific, and social scientific disciplines, “research” will also include creative activities such as organizing a museum show and producing an accompanying catalog or gathering data in a clinical setting where such data are to be used for formal oral presentation or publication in a nationally recognized professional setting or publication. The responsibility for demonstrating that the research activity represents an original contribution to a faculty member’s discipline rests with the faculty member requesting the grant. There may be other activities properly called research activities, including research leading to publication of journal articles or discipline related textbooks. If so, persons requesting grants for such activities must make a case for their inclusion in the proposal. Research used for the purpose of meeting academic degree requirements is ineligible for funding.

Definition of Summer Grants: Stipends equivalent to a three credit undergraduate overload or reimbursement up to an equivalent amount for documented research expenses will be awarded to facilitate research activities for faculty members agreeing that such research will be their primary work during one summer semester.

A limited number of more substantial summer research grants of up to $4,000 may also be available. These larger grants require submission of a detailed budget and are to be used to pay for documented research expenses (lab equipment and supplies, travel expenses, etc.). As such, stipends are not an option. Successful applicants are not eligible to apply for a more substantial grant for three years after the initial grant was received. Those who apply for and do not receive these larger grants will be considered for a traditional summer research grant (three credit overload or reimbursement up to an equivalent amount).

Faculty may only teach one 3 credit course in the summer if awarded a summer research grant.

Awarding of Summer Research Grants: Not all Summer Research Grant proposals may be funded. Prior to February 5, 2016, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available.
**Process:** Submit an application which includes the following:
*(Forms can be found on e-MU under the Academics channel, Office of Sponsored Research, Faculty & Summer Research Grants Program.)*
[http://www.misericordia.edu/page.cfm?p=778](http://www.misericordia.edu/page.cfm?p=778)

1. **Cover Sheet** (must submit original)

2. **Research Plan**
   a) Arts and Humanities Research: area of interest, need for the research, relevant literature review, research plan, contribution to the field.
   b) Quantitative Research Studies: problem statement/hypothesis, literature review, need for the research, research design, sample, method of analysis, limitations, contribution to the field.
   c) Qualitative Research Studies: area of interest, need for the study (including a literature review), research design, plans for data analysis, contribution to the field.

3. **Research Contribution**
   a) Describe the potential this project has for publication, presentation and/or external funding.
   b) Describe your plans for disseminating the findings.

4. **Contribution to Student Learning (if applicable)**
   Describe how you will engage students in your research, and/or describe the benefits of your research to your teaching.

5. **Budget**
   All submissions must use the budget form. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are NOT fundable. In addition, expenses incurred prior to the application process will not be reimbursed. Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2016-2017 will be as follows:
   - $ 8.75 per hour – level 2
   - $ 9.50 per hour – level 3
   - $10.00 per hour – level 4

6. **Budget Justification**
   In addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense.

7. **IRB Approval**
   If the study will include human subjects, include your timeline for IRB review.

8. **Support**
   The applicant(s) must include one original letter of support from an academic/professional peer who can attest to the potential contribution of the research to the field. This letter of support is critically important. Please encourage the
recommender to be specific about the value of the project. In addition, the department chair and college dean must sign the application (see cover sheet).

9. **Curriculum Vita**
   A curriculum vita which illustrates the researcher’s scholarly work is to be attached to the application. Only provide information that is relevant to this project (vita not to exceed five pages single spaced).

**Submission:** An original paper copy of the application including the cover sheet, as well as an electronic copy of the application including scanned copies of support letters (not to exceed 10 pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around – excluding budget justification, budget spreadsheet, references, support letters and curriculum vita) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on December 11, 2015. Incomplete applications will not be considered.

**Stipulation:** Award recipients are subject to general conditions. These can be found on e-MU under the Academics channel, Office of Sponsored Research, in the Faculty Research Grants section under “stipulations.” Faculty in their first three years who submit a satisfactory application will be given priority.

**To Release Funds Awarded through a Summer Research Grant:** Once an applicant has received confirmation that he/she has been awarded a summer research grant, the chair of the Faculty Research Committee will initiate an overload services contract for those who are receiving the three credit undergraduate stipend. Faculty who are awarded an equivalent amount or more for documented research expenses should contact Mary Jo Nelson (mnelson@misericordia.edu) for details on how to receive the reimbursement.

**Section 2: General Professional Development Funds**
Each full-time faculty member has available to him or her a specified amount for professional development. This money may be used for travel to professional conferences, the purchase of equipment/materials needed for research, the purchase of books or software, or any other activity that directly supports the faculty member’s professional development. The amount available for each faculty member will be specified at the beginning of each academic year by the deans in consultation with the VPAA and the VPFA. For 2015-2016, the amount is $2,500. Faculty members may apply for their development funds by submitting receipts and/or travel vouchers to their college dean for reimbursement.

Deans may ask members of the faculty to submit their projected plan for using this money early in the academic year. If, by April 15, a faculty member has not indicated that he/she will use his/her funds, these funds may be made available to other faculty members whose professional development activities were not fully funded by the initial amount. This will be done via a call for applications for additional funding by the college deans. Should the need exceed the remaining amount, that amount may be divided equally among the applicants.

With the dean’s permission and the written consent of each faculty member of the department, departments may generate multi-year plans for the use of this money to allow it to be pooled for
each member of the department in turn. In other words, a two-member department may agree to pool their funds to send one member to a professional meeting in year A and the other member to a meeting in year B.

**Section 3: Faculty Conference Grants**

All full-time faculty members are encouraged to join appropriate professional societies, to attend their meetings, and to participate in their activities. Members of the faculty are encouraged to submit papers to such organizations, serve on committees, and serve as officers of the respective associations.

In addition to support for faculty travel provided by General Professional Development funds, described in Section 2, a faculty member presenting research in his/her discipline at a professional meeting or participating as a commentator, respondent, conference organizer, discussant/roundtable speaker, or panel or session chair may request Faculty Conference Grant funds. Faculty may receive funding to support travel to one or more conferences, with $2,500 the total allowable amount per faculty member, every two years. The two-year funding cycle begins in odd numbered years, beginning with the 2015-16 academic year. Funds may be used within each two-year cycle. Unused funds will not be rolled into the following two-year cycle. If the entire $2,500 is used in a single year, no further faculty travel grant can be awarded until the end of the two-year cycle. Faculty are not obligated to exhaust their professional development funds before applying for a Faculty Conference Grant.

**Policy for Faculty Conference Grants:**

A faculty member attending a meeting in which his/her participation involves only serving as a member of the executive committee of the sponsoring organization will not receive funds beyond the general professional development funds described in Section 2.

A faculty member on a sabbatical leave is eligible for a Faculty Conference Grant when his/her project is directly related to the sabbatical leave plan (the purpose of the sabbatical).

Possible expenses that may be covered by a Faculty Conference Grant:
- Meals not included as part of the conference registration (You may apply for the university’s per diem amount as determined by the Controller’s office.)
- Ground mileage (currently .55 cents per mile)
- Coach air fare to and from conference, including one checked bag and other necessary fees
- Parking at the airport or conference site
- Hotel room
- Conference registration
- Fees for conference abstracts when required for conference registration

**Application procedure for Faculty Conference Grants:**

The faculty members should submit to the dean of his or her college:
- a cover letter requesting funds
- the letter of acceptance to the conference
If awarded, the faculty member should submit the following documentation for reimbursement to the dean of his or her college:

- The official travel budget (advance/reimbursement) form titled “Travel Voucher”. Follow the instructions on the travel voucher for completing the two-page form. The travel voucher is available on e-MU under the Employee tab, Finance-Purchasing. Be sure to sign the travel voucher.
- A copy of any documentation confirming the amount of expenses, such as air fare or hotel prices, including a copy of the registration material for the conference or meeting that indicates what, if any, meals are included.
- A MapQuest showing mileage to the conference.

Section 4: Release Time for Research and Scholarship for Publication

Release time for research or scholarship that is intended for publication is administered by the dean of each college in accord with section 4.10.3.2 of the Full-time Faculty Handbook.

Each tenured or tenure track faculty member is eligible for up to nine credits of release time in support of research in each six year period, beginning fall 2011 or upon the hiring of that faculty member. The awarding of release time is subject to budgetary and staffing constraints as indicated by the college deans and the VPAA. The total available release time per department is calculated by multiplying the number of tenured and tenure track faculty members by three credits.

Procedure:

- Faculty members should apply for release time for the following academic year (both fall and spring semesters) by January 15 of the current year.
- The application letter should include the following elements:
  - a detailed description of the project, including (if applicable) bibliography and other background research
  - justification of the need for release time
  - proposed schedule
  - plans for publishing the work
    Release time will only be given for projects for which there is a reasonable expectation for publication as a book, chapter in a book, or article in a peer reviewed journal.
- The college dean will respond by January 22, after consulting with the department chair and, if necessary, experts in the field in question on the merits of the proposed project.
- Members of the faculty may apply for several semesters of release time at once. If such a request is granted, the faculty member will file a brief progress report at the end of each semester for which a release has been given; subsequent releases, even if initially approved, will be contingent upon demonstrating progress.
- When awarding release time, the dean may take into account a faculty member’s effective use of previously awarded release time or faculty grants.
- For a tenure track faculty member whose reappointment letter recommends using release time for research and scholarship, the application date may be extended to March 17 and the college dean response to March 24.
Section 5: Sabbatical Leave
See Section 4.10.4.2.3 of the Full-time Faculty Handbook, Policy IV of the Policy Manual, for information on sabbatical leave.

(8/14/15)