Professional Development Fund Grant (PDFG) Submission Requirements

Philosophy

Professional Development Fund Grant (PDFG) supports faculty development and institutional excellence by offering grants of up to $2,000 per person per academic year for reimbursable expenses. The PDFG is a competitive award and funding is based upon the merit of individual proposals; there is no guarantee that a particular application will earn funding. Applicants are advised not to make financial commitments based on the expectation of earning the award. Only proposals that fulfill the submission requirements will be considered for funding. Failure to follow the submission requirements will lead to rejection of the application.

Eligibility

Only full-time, in-unit faculty members are eligible for PDFG. This grant is for scholarly, pedagogical, and other professionally related activities. Appropriate expenditures include those for participation in a regional, national or international professional meeting or pedagogical program, supplies for a creative activity, books or journals not readily available in the FGCU library, research equipment, and travel required to access resources of another institution. If an applicant requests membership fees for a professional/academic society, they must provide justification for the request and comply with Florida statute 216.345. Priority is given to activities that directly support the mission of FGCU, the applicant's department and/or unit, or contribute to the applicant's progress toward promotion.

To be considered for PDFG funding, the proposed activity must take place within the funding cycle of July 1, 2022 through June 30, 2023. One may apply for funding in both fall and spring periods, for the same or different professional activity.

Only one application may be submitted per person per semester and an application may not include more than one professional development activity.

Dates and Funding Caps

Funding year: the fiscal year; for example, July 1, 2022, through June 30, 2023. Money for activities occurring near the end of the fiscal year must be encumbered via purchase order (PO) or Travel Authorization Request (TAR) no later than June 20 to ensure that reimbursement may occur from the proper fiscal year.

Fall 2022 semester:
- Fall application submission system opens September 30.
- Fall application submission system closes at 11:59 p.m. October 31.
- Applicant receives notification by mid-December.

Spring 2023 semester:
- Spring application submission system opens February 1.
- Spring application submission system closes at 11:59 p.m. February 28.
- Applicant receives notification by mid-April.

Semester funding cap: An applicant may request up to $2,000 in a semester. No more than $2,000 may be requested per semester and no more than $2,000 may be awarded annually.

Annual funding cap: An applicant may receive up to $2,000 per academic year (i.e., fall and spring combined).

Examples:

      OK — $800 (fall) + $1,000 (spring) = $1,800 (year)
      OK — $1,500 (fall) + $500 (spring) = $2,000 (year)
      OK — $2,000 (fall) + $0 (spring) = $2,000 (year)

      NOT OK — $1,500 (fall) + $800 (spring) = $2,300 (year)
      NOT OK — $2,300 (fall or spring)

PDFG's annual budget is distributed to each review period according to the fall/spring ratio of the previous three years' funding requests. For 2022-2023, the distribution is set to be 45% for fall and 55% for spring.

Criteria and Process

PDFG's evaluation criteria draw upon the extent to which the award will enhance the applicant's future performance as a faculty member and/or benefit the University/Department/Unit. The PDFG committee consists of full-time faculty members elected from each College and the Library. The committee members, who process and review applications, represent different disciplines and as a group possess a degree of familiarity with diverse academic fields.

The application will be filled out online and will include the following pieces:
- Basic applicant information, including name, content, rank, and unit;
- Information about previously awarded PDFGs and a short 100-500 word report;
- Basic activity information, including dates, location, and amount requested;
- Any external funding;
- A brief description of the activity;
- A detailed description that addresses the activity's significance, budget, and scholarship or teaching;
- Detailed rationale and justification of cost, including travel, housing, registration and/or membership fees, quotes and/or official estimates;
- Attachments, including a current CV or resume; conference/presentation proposals and acceptance letters; receipts, records of sales, quotes, and/or official estimates; evidence of participation in the proposed activity (relevant pages of brochure, program, etc.); supporting documentation for reporting on previously funded activities.

The following rubric is used to evaluate applications:

CRITERIA	4	3	2	1
Significance	Evidence of high prominence of the meeting or activity (e.g., national and/or international recognition)	Evidence of significant prominence of the meeting or activity	Evidence of notable prominence of the meeting or activity	Lack of evidence demonstrating the significance of the proposed meeting or activity
	Distinguished role of the applicant for the proposed meeting or activity (e.g., panel chair, discussant, first author, grant PI)	Significant role of the applicant for the proposed meeting or activity (e.g., podium or poster presenter)	Notable role of the applicant for the proposed meeting or activity (e.g., conference participant)	Lack of evidence demonstrating the significance of the role of the applicant for the proposed meeting or activity
	Proposed meeting or activity promotes mission, visibility and agenda of the University /College /Department at national or international levels, sets foundation for institutional capacity building (e.g., research)	Proposed meeting or activity promotes mission, visibility and agenda of the University /College /Department at national or local levels	Proposed meeting or activity promotes mission, visibility and agenda of the University /College /Department in a meaningful way	Lack of evidence demonstrating the significance of the proposed meeting or activity for promoting mission, visibility and agenda of the University /College /Department
Budget	Evidence of responsibly planned and executed budget, and legitimate rationale	Evidence of responsibly planned and executed budget, and legitimate rationale	Evidence of responsibly planned and executed budget, and legitimate rationale	Lack of evidence of responsibly planned and executed budget, and legitimate rationale
	Meets the University policies for expense reimbursement Includes itemized budget Includes all required supporting documentation	Additional clarification may be required regarding the University expense reimbursement policies, itemized budget elements or supporting documents	Missing information on meeting the University expense reimbursement policies, itemized budget elements or supporting documents	Missing information on meeting University expense reimbursement policies, itemized budget elements or supporting documents
Scholarship	Evidence of high potential for advancing the applicant's scholarship Promoting University /College /Department scholarship agenda Advancing institutional capacity for scholarship (e.g., cross campus collaboration and/or student engagement)	Evidence of significant potential for advancing the applicant's scholarship Contribution to promoting University /College /Department scholarship agenda	Evidence of potential for advancing the applicant's scholarship	Lack of evidence of potential for advancing the applicant's scholarship
Teaching	Evidence of high potential for advancing the applicant's teaching activities Promoting University /College /Department teaching agenda	Evidence of significant potential for advancing the applicant's teaching activities Contribution to promoting University /College /Department teaching agenda	Evidence of notable potential for advancing the applicant's teaching activities	Lack of evidence of potential for advancing the applicant's teaching activities

All complete applications are reviewed by each committee member and scored on a scale of 0 to 4 for each of the criteria. The final score (12 points maximum) is calculated by adding [a], [b], and [the larger value of c & d].

Example: If an application receives the scores of:

[a. Significance & Univ./Dept./Unit Benefit]	=	3
[b. Strength of Budget]	=	3
[c. Scholarly Benefit]	=	2
[d. Teaching/Mentoring Benefit]	=	4

then its final score is   3 + 3 + 4 = 10.

Applications are ranked from highest to lowest final score. Based on the total number of applicants, the committee assigns percentage cutoff scores for full, partial, and no funding.

Reporting on Previously Funded Activities

An applicant must report on any previous (unreported on) PDFG in order to be eligible for a new award. A report of 100-500 words (included in the application) should explain the outcome of the previously funded activity, such as article/book publication, progress in a scholarly project, application to teaching or advising, administrative contribution, etc. If there is any supporting documentation for this report, please include it in the attachments.

Additional

Should an applicant receive a PDFG funding for a specific professional activity, but be unable to use it for the approved activity, the applicant must notify the committee as soon as possible. The funding cannot be automatically transferred to another activity. The applicant should submit an amended application proposing the new activity, which the committee will review for a final decision.

Should one use only part of the PDFG funding granted in the fall period, he or she can apply for the balance of the amount for a different activity in the spring period, up to the maximum dollar amount set by the period and cycle caps. For example, if an applicant is awarded $1,000 in fall but uses only $800, then the applicant will be eligible to apply for $1,200 in spring.

If an applicant has received or will receive funding from an external source (e.g., keynote address honoraria, Office of Research and Sponsored Programs (OSRP) grants), it must be indicated in the budget page, with its specific dollar amount.

The PDFG committee will review only applications submitted via the online application system and received before the deadline. The committee will not review applications that are emailed or handed in person. Applicants will receive an automatic confirmation email upon submission of their applications; however, this confirmation verifies receipt but not completeness of the submitted application. Each applicant is responsible for submitting a complete application.
If you have any questions, please contact your College's faculty representative for the PDFG committee.