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. Any deviation from the submission requirements will lead to disqualification.

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. Membership fees for a professional/academic society may not be reimbursed and should not be requested. 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 through June 30 of the following year. 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, 2018, through June 30, 2019. Money for activities occurring near the end of the fiscal year (June 15-30) or spanning the start of the next fiscal year should be encumbered via purchase order (PO) or Travel Authorization Request (TAR) prior to June 30 to ensure that reimbursement may occur from the proper fiscal year.

Fall semester:
- Fall application submission system opens October 1.
- Fall application submission system closes at 11:59 p.m. October 31.
- Applicant receives notification by mid-December.

Spring period
- Spring application submission system opens February 1.
- Spring application submission system closes at 11:59 p.m. on 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 2019-2020, 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 following rubric is used to evaluate applications:

	4	3	2	1	0
Significance	Applicant has demonstrated concrete evidence of significance in the form of prominence of the meeting or activity, and the role of the applicant, and significance to the mission of the University and Department.	Applicant has demonstrated credible evidence of significance in the form of prominence of the meeting/activity or the role of the applicant, and significance to the mission of the University and Department.	Applicant has attempted to demonstrate credible evidence of significance in the form of prominence of the meeting/activity, role of the applicant, or significance to the mission of the University and Department.	Applicant had difficulty demonstrating credible evidence of significance in the form of prominence of the meeting/activity, role of the applicant, or significance to the mission of the University and Department.	Applicant did not demonstrate credible evidence of significance.
Budget	Applicant has demonstrated concrete evidence that they crafted a reasonably planned and executed budget that follows the University's rules for expense reimbursement by providing an itemized budget, and legitimate rationale, and supporting documentation.	Applicant has demonstrated credible evidence that they crafted a reasonably planned and executed budget that follows the University's rules for expense reimbursement by providing an itemized budget or legitimate rationale, and supporting documentation.	Applicant has attempted to demonstrate credible evidence that they crafted a reasonably planned and executed budget that follows the University's rules for expense reimbursement by providing an itemized budget, legitimate rationale, or supporting documentation.	Applicant had difficulty demonstrating credible evidence that they crafted a reasonably planned and executed budget that follows the University's rules for expense reimbursement.	Applicant did not demonstrate credible evidence of a reasonably planned and executed budget that follows the University's rules for expense reimbursement.
Scholarship	Applicant has demonstrated concrete evidence that their activity will enhance their scholarship through clear tie-ins to their professional development plan and department goals.	Applicant has demonstrated credible evidence that their activity will enhance their scholarship through tie-ins to their professional development plan or department goals.	Applicant has attempted to demonstrate credible evidence that their activity will enhance their scholarship.	Applicant had difficulty demonstrating credible evidence that their activity will enhance their scholarship.	Applicant did not demonstrate credible evidence that their activity will enhance their scholarship.
Teaching	Applicant has demonstrated concrete evidence that their activity will enhance their teaching through clear tie-ins to their professional development plan and specific class plans.	Applicant has demonstrated credible evidence that their activity will enhance their teaching through clear tie-ins to their professional development plan or specific class plans.	Applicant has attempted to demonstrate credible evidence that their activity will enhance their teaching.	Applicant had difficulty demonstrating credible evidence that their activity will enhance their teaching.	Applicant did not demonstrate credible evidence that their activity will enhance their teaching.

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 budget, the committee assigns 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 should be included in the application, explaining 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 after the report.

Application

The application should be assembled in the following order:

1. Body of Proposal
   A. Name, title, department unit.
   B. Detailed description of the proposed professional development activity, including dates and location.
   C. Specific evidence showing how the activity meets the review criteria:
      i. Significance.
      ii. Budget.
      iii. Scholarship or teaching.
2. Detailed Budget Page
   A. Itemized budget plan.
   B. Rationale and explanation.
3. Attachments
   A. A copy of the submitted proposal and acceptance letter (if applicable).
   B. Receipts, records of sales quotes, official estimates (eg: Expedia).
   C. Any evidence of participation in the proposed activity (brochure, program, etc).
   D. Résumé or curriculum vitae.

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.