Faculty Scholarship Exchange Award Summary

Allocation of Funds

The Office of Faculty Development provides resources to enhance professional development through funding of proposals for Instructional Integration Awards. The maximum amount that may be requested for any single award is $10,000 and funding of multiple awards is anticipated. Funds will be awarded for one year. Following review and approval unexpended award balances may be carried forward. Allowable budget lines are for equipment, travel/training expenses (including participation in short training courses or longer term “mini-sabbaticals”), expenses associated with consultants/speakers/visiting scholars, expenses associated with hosting a conference or symposium, supplies and materials, or contractual service necessary to successfully address collaborative project objectives. Mini-sabbatical awards offer up to $5,000/award to support travel, living expenses and other needs for faculty who travel to other institutions for collaborative interactions/training intended to enhance clinical, research or educational capabilities of the faculty member. Requests for a mini-sabbatical will be considered under the same policies as a full sabbatical, except for a shorter duration (several weeks to a few months) and must have approval from the appropriate institutional official.

Allowable Costs

Support for the following items will be considered, in any combination, up to the limit of $10,000 for one year.

- Equipment, including computers and components
- Travel/registration expenses, such as travel to and housing during an interdisciplinary conference, workshop or off-campus training opportunity
- Expenses associated with longer term (several days to weeks) off-campus training or mini-sabbatical (*limited to $5,000/award) opportunities to participate in collaborative research enhancement at another institution or organization
- Supplies and expendable materials
- Contractual services associated with the project, such as computer software or publication charges
- Expenses associated with consultants, speakers, or visiting scholars
- Expenses associated with hosting a conference or symposium

Application Requirements

Guidelines, instructions and required forms are at: http://www.umc.edu/Education/Academic_Affairs/Faculty_Development/Funding_Options.aspx

Applicants should complete all requested information on the Faculty Scholarship Exchange Award Proposal Cover Page, as described in the Proposal Instructions.

Submission of a scanned proposal with all required signatures must be received by Dr. Rob Rockhold in the Office for Faculty Development (rrockhold@umc.edu) by close of business on Monday, March 2, 2015. The cover page must be signed by the Department Chair of the Principal Investigator (PI) and by each applicant prior to submission.

Review Criteria

Significance: Attention to a problem area of immediate or major impact in the field
Collaboration: Evidence delineating interaction among applicant(s) and collaborating members
Background: Relationship of project to prior work, including documentation of applicant’s expertise in the area
Plan: Clarity of methods, time frame, and project activities, including plans after the support period
Feasibility: Overall likelihood of reaching stated objectives within the budgetary scope and time period
Benefits: Impacts of the project to the career plan of the applicant(s), to UMMC, and/or to the greater community
Outcomes: Description of plans for measurable outcomes (presentations, publications, instructional or evaluation materials for distribution, concrete plans for extramural funding applications) from the project
Budget: Necessary and well-justified expenses which are reasonable, allowable, and appropriate to the activities

Awards

Award funds will be deposited in a UMMC account in the PI’s name to be used in accordance with the approved budget. Once funded, major changes in budget categories or scope of work must be approved in writing by the Deputy Chief Academic Officer or designee.

Reports

The Progress Report Form, also at: http://www.umc.edu/Education/Academic_Affairs/Faculty_Development/Funding_Options.aspx, must be submitted to Office of Faculty Development by the PI and signed by the applicant(s) within 90 days after the project period end date.