

## **Guidelines for Title III Professional Development Assistance**

Thank you for your interest in applying for funds through Title III to attend a professional meeting, conference or online training. Professional development grants are available to eligible full-time faculty only and staff members with an appointment greater than .50 FTE. Each grant period. Adjunct faculty and temporary/contractual employees are not eligible for professional development assistance. These funds are extremely limited, however, so application should be made as early in the academic year as possible. Although funds are provided for professional development, it is not expected that these funds will represent the entirety of professional development expenses. These funds are intended to supplement divisional/departmental funds, if available.

### **What activities are eligible?**

Funds are made available to support attendance at a professional conference or meeting in one's discipline or field of work.

The determination for significance of activity will be made based on the following:

- direct service to the institution (how will the training be used to strengthen the institution);
- institutional critical need areas (will the training address a major institutional challenge); and
- a connection to the institution's strategic plan.

### **What activities are ineligible?**

Funds are not to be used to support such activities:

- to attend an off-campus workshop for general skills training (These trainings should be supported with departmental funds or as a campus-wide training.);
- to attend only for 1) presenting at a workshop or conference, 2) serving on a committee or 3) presiding at a meeting (Faculty/staff should attend based on the determination for significance mentioned above and for sharing information with colleagues upon returning to the University.);
- to attend conferences or workshops outside of the United States;
- to pursue an advanced degree;
- to earn professional certifications (i.e., the ability to use a credential or letters following your name), which is not the same as participating in a certificate program;
- to pay annual certification/licensure fees;
- to pay stand-alone membership fees for associations/organizations/clubs (membership fees as part of the registration or training program may be considered); and
- to purchase other items (i.e., books, cds, subscriptions, supplies, etc.) not included in the registration fee.

Individuals who have not been funded within the past fiscal year will be given priority, all other factors being equal.

Other limitations are:

- Applicants are eligible to receive only one (1) travel grant per academic/fiscal year. If funds permit, the Director of Title III may allow support for attendance at a second meeting in the year.
- No more than two (2) faculty/staff members may travel from any one department for a faculty/staff development opportunity on the same date, place and time, unless special authorization is obtained by the Director of Title III.
- Presidents, vice presidents, and associate/assistant vice presidents are not eligible for travel using Title III funds.
- Professional development and professional travel requests are restricted to job-related or career development opportunities. This excludes general skills training. These trainings should be supported by the department or as a campus-wide training.
- Employees under existing Title III activity recipients with travel funds are not eligible for assistance under this program.
- Because of recent budget cuts, the demand for faculty travel grants almost might exceed the supply, which means that awards are contingent on the availability of funds. Based on this occurrence,
  - a. Applicants that received a travel grant for two (2) consecutive academic years are ineligible to receive a travel grant in the current academic year.
  - b. Applicants that received a travel grant in the previous academic year may be considered for a travel grant based on the above priorities.

### **What is the application process?**

1. Contact the Faculty Development Office or Office of Human Resources (for staff) to ensure that funds are available.
2. Complete the Faculty/Professional Development Assistance form as well as the Travel Request form, if applicable. These forms must be signed by the University reporting supervisor and the Activity Director (Faculty Development or Staff Development) prior to submitting to the Title III Office. **For Faculty Development, travel requests should be reviewed by the Faculty Development Committee prior to securing the activity director's signature.**

*For individuals participating in an online training, please complete the appropriate paperwork (i.e., requisition or remittance voucher) for processing to pay the fee(s) to the organization providing the training. Please use the vendor's correct information for which payment should be made. To avoid the unauthorized purchase policy, prior approval from the Vice President for Business and Finance is required to pay training fees out-of-pocket for reimbursement.*

3. Attach pertinent information/details regarding professional development or travel to justify the expenditure of funds (e.g., agenda, save-the-date notice, invitation, etc.).
4. Once all appropriate signatures are affixed, forward documentation to the Title III Office. Upon approval by the Title III Director, the documents will be forwarded to the requestor's Area Vice President for signature, if necessary, and then to the Office of Business and Finance for processing. Reason(s) for denial will be given if the request is not approved.

**Efforts should be made to make advanced travel arrangements to reduce cost, (i.e. Early bird Registration, cheaper flights, etc.). Requests for travel funds should be made at least thirty (30) days to anticipated travel. Requests for airline tickets should be made no less than fourteen (14) days prior to travel. Airline requests made less than seven (7) days prior to travel may not be approved.**

Applicants must notify the Title III Office as soon as possible if they are unable to participate in the professional development activity as planned. (Funds will not be used to pay for charges resulting from the cancellation of an event unless it is an unusual circumstance). Please note: you may be asked to provide additional justification to support your cancellation request.

### Post-Travel and Expense Processing

Within ten (10) working days after return from travel, travelers must:

- Complete the Travel Expense Voucher Form.  
**Attach the following receipts/items to the expense statement:**
  - ✓ Professional Development Report
  - ✓ Lodging bill
  - ✓ Parking, tolls, and other miscellaneous receipts of expenses associated with traveling (meal and gas receipts are not required)
  - ✓ Copy of program, agenda, letter of invitation or other documentation stating purpose of trip and justification for unusual expenses
- Attach a copy of the fully executed Travel Request Form along with supporting documents.
- Secure the appropriate signatures and forward all forms and supporting documentation to the Title III Office for processing.

For individuals participating in an online training only and paying for attendance out-of-pocket, requestors must:

- Complete the Remittance Voucher Form.  
**Attach the following receipts/items to the expense statement:**
  - ✓ Professional Development Report
  - ✓ Receipts associated with the online training
  - ✓ Acknowledgement of attendance (e.g., certificate of attendance, correspondence from facilitating organization, etc.)

If evidence of how the knowledge/skills gained was/will be used is not documented /observable in the professional development report, the applicant may not be eligible to receive further assistance in the future.

Allowable expenses will be paid in accordance with existing University travel policy. Additionally, receipts are required in accordance with University policy.