

May 5, 2023

FULL-TIME FACULTY PROFESSIONAL DEVELOPMENT FUND

I am pleased to invite proposals from faculty eligible for support from the Full-Time Faculty Professional Development Fund (FTFPDF). Below are formatting guidelines and deadlines.

Faculty members in continuing full-time non-tenure-track and benefits-eligible ranks (including teaching professors, academic specialists, full-time lecturers, clinical professors, co-op coordinators, research professors and professors of the practice) are eligible to apply for awards of up to \$2,000 for professional development activities occurring during fiscal year 2024 (July 1, 2023 through June 30, 2024). Funds are limited so we may not be able to fund all proposals. Visiting faculty members and postdoctoral scholars are not eligible for support from the FTFPDF.

We will consider proposals to support professional development activities in the areas of (for example):

- instruction and instructional innovation
- scholarship or creative activity that contributes to student learning
- scholarship or creative activity that advances the practice of the faculty member's field
- other professional development activities relevant to the applicant's respective areas of expertise and/or appointment.

Please note that instructional technology (i.e., iPads), extra compensation for faculty, and stipends for visitors are NOT reimbursable by the FTFPDF.

Eligible faculty members may receive a maximum of one FTFPDF award every two academic years. Awarded funds will be transferred from the Provost's Office to the faculty member's home unit for reimbursement. Faculty members should work with their business manager in their department and/or their dean's office to obtain reimbursement. Proposals must be pre-approved by unit head on the attached cover sheet before submission to the Provost's Office.

Proposals will be reviewed annually in the spring semester and are **due by end of business Friday, May 19, 2023**. Electronic submission is required; please email completed proposals in PDF format to Kelly Flannery (k.flannery@northeastern.edu) in the Office of the Provost.

Award letters will be sent by Friday, June 9, 2023. Guidelines for proposals are available at <https://provost.northeastern.edu/resources/faculty/>. Navigate to the drop-down entitled "Internal Grants/Stipends," then click on "**Full-time Faculty Professional Development Fund: Guidelines.**"

We look forward to reading your proposals and supporting your professional development.

Jackie Isaacs
Vice Provost for Faculty Affairs

Full-Time Faculty Professional Development Fund (FTFPDF)
Proposal Cover Sheet

Name:	
Faculty Title:	
Department/College:	
Start date of full-time faculty appointment at Northeastern:	
Funding amount requested:	
Dates for proposed activity:	

1. Describe the faculty development activity occurring during fiscal year 2024 (July 1, 2023 through June 30, 2024) including proposed beginning and ending dates, for which you are seeking FFPDF funding (3 pages or less).
2. Explain how the proposed activity is related to your faculty role at Northeastern. How does it advance instruction and instructional innovation; advance scholarship or creative activity that contributes to student learning; or advance the practice of your field?
3. Attach to your proposal a brief *curriculum vitae* (no longer than five pages).
4. For reimbursements, please itemize the expenses for which you request FFPDF funding and submit receipts directly to your home unit within 60 days of completion of activity. Contact your unit business manager to begin the reimbursement process.
5. The deadline for submission is May 19, 2023. Please send one PDF with all documentation to Kelly Flannery, Special Assistant for Academic and Faculty Affairs and Project Manager, at k.flannery@northeastern.edu.

Signature of Faculty Member

Date

Printed name of Faculty Member

Signature of Academic Unit Head or Designee

Date

Printed Name of Academic Unit Head or Designee