

**Office of the Senior Vice President and Provost
Iowa State University**

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**Professional Development Funds for
Lecturers, Clinicians, and Adjunct Faculty**

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Guidelines

Eligibility: Lecturers, senior lecturers, clinicians, senior clinicians, and adjunct faculty with at least a 50% appointment and who have been employed at ISU as faculty for at least 3 year or 4 semesters may apply for this competitive funding. The years or semesters do not need to be consecutive. P&S staff with rank-only faculty appointments are not eligible. Applicants must be employed by ISU at time of participation in the conference/workshop..

Awards: each award consists of up to \$500 to be used for conference registration and/or travel costs. A total of 20 awards will be distributed each year, ten between July and December and ten between January and June. Matching funds from department, center, or college are required.

Proposals are due at the SVPP office on

- June 1 for conferences/workshops taking place between July 1 and December 31
- December 17 for conferences/workshops taking place between January 1 and June 30

Submit a completed and signed pdf form by email to: rfhw@iastate.edu

Faculty will be notified of the outcome of their proposal within 3 weeks of the deadline.

For questions, please contact mfhw@iastate.edu (515-281-4545).

Application form

First Name _____ Last Name _____

Department (primary and secondary, if applicable) _____

College (primary and secondary, if applicable) _____

Position (e.g., lecturer, senior clinician) _____

Date of first employment at ISU (month and year) _____

Percentage or fraction of appointment _____

Length of current contract (e.g., one year until fall 2015, three years until 2017) _____

Campus address _____

Email _____ Phone _____

Professional Development Opportunity

Type of professional development opportunity for which funds are requested (e.g., conference, workshop)

Title of opportunity _____

Date(s) _____

Location _____

Brief description

Describe your involvement in this event (e.g., poster or oral presentation, session chair or convener)

Abstract of presentation with title and authorship (if available)

Describe briefly how your participation in this opportunity will impact your position responsibilities at ISU and your career

Approximate itemized budget including registration fee, travel (air or mileage), and lodging

Have you sought other funds to support participation in this opportunity? if so, where did you apply, how much have you requested, and what is the status of the request?

Matching funds will be provided by (department, college, other)

Applicant's signature _____ Date _____

Department chair's signature _____ Date _____