

# Professional and Program Development Committee 2022-23 Funding Guidelines

## PPDC Mission

As an educational institution, Beloit College is strengthened by improving the knowledge and resources of its faculty. It is PPDC's purpose to assist and promote faculty research and development by granting funds for travel and project costs.

## 2022-23 Committee Members

Chair: Robin Zebrowski, Cognitive Science  
Sonya Maria Johnson, Critical Identity Studies  
Joe Bookman, Media Studies  
Jay Zambito, Geology, *ex officio*  
Yaffa Grossman, Associate Dean, *ex officio*  
Kathryn Johnson, Senior Administrative Assistant, Academic Affairs, *ex officio*

## Annual Development Funding Guidelines

Prior to any fund usage (including funding within annual amounts), faculty members should submit requests for funding via the [funding request form](#). Requests will be reviewed at monthly PPDC meetings. Requests for reimbursement submitted after the date of use or travel will not be considered. Eligibility is subject to fund availability.

**Full-time tenured and non-tenure-track faculty members** are eligible for an annual amount (**AA, from July 1, 2022 - June 30, 2023**) of \$1500 to support travel and projects related to professional activities. All expenses are subject to the College's standard rules of reimbursement.

**Pre-tenure tenure-track faculty members** are eligible for an AA of \$2000, for the same purpose and subject to the same rules. **Part-time faculty** (excluding sabbatical, phased retirement, or under course release) **and staff with teaching responsibilities** are eligible for an AA in proportion to their teaching load, for the same purpose and subject to the same rules.

## Special Statement Regarding Budget Crisis Years (2017-Present)

PPDC strives to maintain its purpose of providing funds for faculty development. The committee recognizes, however, that adjustments to the annual amount or allocations above AA may become necessary during periods of extraordinary financial difficulty or crisis. We ask for the cooperation of faculty and other individuals or entities eligible for PPDC funding during such periods, following clear communication from the committee of the need for such measures. In particular, we ask that faculty with endowed chairs utilize those funds before requesting money above their AA. In 2022-2023, the PPDC budget will be allocated on a semi-quarterly basis to ensure the availability of support across the academic year. Priority for funding requests, especially requests above the AA, will be given to pre-tenure faculty and those who have not previously requested funding.

## Long-term funding aspirations

PPDC aspires to fund all projects conducive to faculty development. While we recognize that current financial exigencies limit the funding available during FY 2022-23, we affirm the value and long-term importance of faculty development as an institutional priority, and urge the institution not to lose sight of the importance of robust professional development support to the energy, productivity, and general wellbeing of faculty members. We affirm our commitment to returning to the base annual allocation model of funding when the College Budget permits.

## **Requesting PPDC Funds**

For all AA requests, applicants should use the online [funding request form](#). Please answer all questions on the form and hit submit (you should receive a confirmation email).

To request funds related to a professional or program development project, a description of the project goals and the anticipated outcome(s) must be included. Funds requested should align with these goals and outcomes. Applicants should be prepared to report on the outcomes of previous funding (including the AA received that year and any other development funds available to the applicant). Faculty and staff leading institutional collaborations should first contact the appropriate college office(s) to invite participation in the project, and the level of financial commitment by the office(s) should be included in the PPDC proposal. Please note that each PPDC award is discrete; funds may not be transferred between awards.

Applicants may submit proposals for any amount, but funding above AA amounts is subject to budget availability. To the extent that the budget allows, the committee will endeavor to observe the rolling PPDC funding limits set by previous committees: that is, \$18,000 over any five fiscal years in the case of pre-tenure tenure track faculty members, and \$12,000 over any five fiscal years in the case of all other applicants. For large requests, PPDC may require faculty members to apply for Junior or Senior Keefer funds.

In allocating development funds, the committee will give preference to expenditures supporting the following activities, in order of priority:

- a) publication or performance of original scholarly or creative work;
- b) research toward publication or performance of original scholarly or creative work (and/or the materials required for such research);
- c) presentation of one's research/professional work (as a paper, poster, exhibition, or performance). Individuals may be asked to provide documentation of their presentation (e.g., a copy of the event program or an abstract) to PPDC prior to being reimbursed;
- d) participation in a training or professional development workshop directly related to one's research and/or teaching;
- e) leadership involvement with and/or responsibility for the organization, planning and/or execution of a conference or workshop related to one's professional work;
- f) required meetings for a society, consortium, or similar leadership team as part of a professional event (i.e. as an elected or appointed executive committee member, or a member of the programming committee);
- g) attendance at meetings without presentation or other duties.

## **When to Submit**

Please submit your requests as soon as you know that you will need funds, and before you have actually spent any funds OR before your date of travel. Doing so greatly helps PPDC plan and track spending, and enables PPDC to provide funds to more faculty members. **PPDC does not fund retroactively**; all requests for funding *must* be submitted before the event or start of a project segment.

Proposals for the 2022-23 fiscal year (through June 30th 2023) will be reviewed at PPDC's monthly meetings, on the first Thursday of each month (except January). In order for your proposal to be reviewed in a timely fashion, please submit it prior to October 4, November 1, November 29, January 31, February 28, April 4, and May 2. Please note that **May 2** is the last date to request funds for events or projects occurring prior to June 30th, as well as those that fall between July 1st and September 1st (2023-24 fiscal year) as PPDC does not meet regularly over the summer. *However, PPDC understands that new professional development opportunities may arise during the summer; it is the applicant's responsibility to notify current PPDC Members of proposals submitted outside of the August to May, 9-month academic calendar that need review.*

## **Reimbursement Guidelines**

- All requests for reimbursement must adhere to the [Travel and Expense Reimbursement Guidelines](#).
- Please submit all receipts and a complete [Expense Report](#) (when applicable, which includes travel) to Kathryn Johnson ([johnsonka@beloit.edu](mailto:johnsonka@beloit.edu)).
- **Receipts must be submitted immediately and within 30 days** of incurring the expense. If you are unable to meet this deadline, you must notify Kathryn Johnson ([johnsonka@beloit.edu](mailto:johnsonka@beloit.edu)). Failure to adhere to this policy may result in a reallocation of your approved funds.
- Tangible items such as books, films, or other equipment ordinarily become the property of the College, not the individual.
- LITS must be consulted on the purchase of any technological support (software, equipment, server space, etc.).
- In lieu of accommodation expenses, PPDC will refund up to \$75 for a “host gift.” You must indicate in your budget that you will be using funds for a host gift. A qualified host gift might be a meal for your friends/family, a trip to the movies/theater, or an object purchased \*while on your business travel\*. As with all reimbursements, you will need an itemized receipt to receive reimbursement.
- PPDC encourages you to spend as if the monies you are allocated are your own:
  - Please consider less expensive lodging options, when available.
  - Whenever possible, plan to travel well in advance in order to take advantage of the best airfare and lodging rates (and note that conference rates are not always the best available).
  - Use public transportation, shuttles, buses and/or other rideshare opportunities when possible.
- Faculty are encouraged to seek external funding to support their professional and program development. Contact Kathryn Johnson in the Provost’s Office for more information.

## **What PPDC Does Not Fund**

- Activities already funded by another grant (i.e. Mellon activities, individual grants, etc.)
- Computer equipment, PDAs, software, and peripherals, except for highly specialized needs essential to faculty development.
- Students, except in very rare circumstances.
- Stipends, except in very rare circumstances.
- Honoraria for invited guests, speakers, etc.
- Membership fees for scholarly associations, EXCEPT when the faculty member is attending a conference organized by the association, and the combined cost of the membership fee and the conference fee is less than or equal to the cost of the non member conference fee.
- Items deemed to be of a purely personal nature.
- Rental cars when other more economical forms of transportation are available (personal vehicle, public transportation, etc.).
- Childcare.

## **Other Funds Managed by PPDC**

### **Keefer Senior Faculty Grants**

Tenured Associate and Full Professors are invited to submit proposals by January 16, 2023 for Keefer Senior Faculty Grants. (Funds permitting, a second review of proposals may take place at the end of the spring semester.) The grants will fund sustained research projects with a focus on bringing the research toward public presentation, publication, or as a step toward obtaining external funding. Proposed projects may involve continuing research and professional activities or entry into a new area of research or activity. Projects may be completed over the summer, while on sabbatical, and/or throughout the academic year. Grants will be available to fund projects to a maximum of \$12,000. Proposed projects may span up to two years, provided the project budget is within the maximum allowed for a single project.

Funds may be used:

- to pay student research assistants;
- to cover costs associated with travel to and stay at research sites;
- to cover travel to workshops or conferences directly connected to preparation for or completion of project;
- to purchase supplies or services specific to the project (and beyond those normally provided by other funding sources).

Applications are due on **January 16, 2023** via the [Keefer Senior Faculty Grants application form](#).

If funding permits, a second round of applications may be announced at the end of the spring semester.

### **Project Completion Funds**

Funding is available through the Keefer Junior and Senior Faculty funds to aid faculty members in covering publishers' subvention requirements, Open Access fees, or comparable costs associated with bringing major projects to completion. To apply for these funds, please provide the following materials to the chair of PPDC:

- A copy of the publishing contract (or comparable documentation) and subvention request (or equivalent), including information on how funds should be submitted.
- A publicity blurb or abstract for the book/project.