

MEMORANDUM

TO: Deans, Associate Deans, and Department Heads

FROM: Carolyn R. Hodges, Vice Provost and Dean of the Graduate School

DATE: August 31, 2015

SUBJECT: Professional Development Awards

PLEASE DISTRIBUTE TO FACULTY

Proposals for Professional Development and Research Awards to be used October 2015 through September 2016 may be submitted throughout the year, with awards announced beginning in October. Deadlines for proposals are September 25, November 20, and January 29.

Grants of up to \$4,000 will be awarded to tenured and tenure-track faculty at the rank of assistant professor or above who have specific needs for funds to support research or creative projects. The funds may be used to purchase supplies needed for research, for travel to work in laboratories, libraries, or archives, or in a variety of other ways, so long as the outcome will be the professional development of the faculty member and the advancement of an identified research agenda. Faculty engaging in research with human subjects should consider incentives other than gift cards, since Fiscal Policy requires that names be reported when gift cards are distributed. Except in extraordinary circumstances, Professional Development funds will not be used in support of travel to meetings or for purposes of scholarly presentation. Nor will Professional Development funds be used for faculty or graduate student salaries.

Each proposal should be sent for review and evaluation by the department head and dean or associate dean of the college. Deadlines for proposals to be received in the Graduate School are September 25, November 20 and January 29. The applicant should submit proposals to the college dean's office at least one week prior to these dates to allow time for review and recommendation by the dean or associate dean.

Each proposal **must include** and **be arranged in the following order:**

- (1) Cover sheet (Please use form provided.)
- (2) A narrative of no more than 1500 words describing the proposal should be written for an educated, non-specialist audience and must include a clear explanation of methodology and expected outcomes.
- (3) An itemized budget for the amount requested. Requests should be for amounts between \$1,000 and \$4,000. Be sure to indicate a projected timeline for use of the funds.
- (4) Any documentation of an invitation or host institution support.
- (5) Vita of the applicant. (Limit to 5 pages or fewer.)
- (6) Endorsement letters from both department head and dean.

Note: Priority will be given to applicants who have not received an award in the last two years.

- 1) The budget should be as detailed as possible; estimated expenses for lodging, meals, and travel should be based on UT travel reimbursement rates and CONUS rates published at GSA.gov.
- 2) If your proposal is a preliminary study for a larger grant, please indicate which grant(s) and a projected timeline for application.

A Subcommittee of the Graduate Council, along with the Vice Provost and Dean of the Graduate School and a representative from the Office of Research and Engagement will evaluate proposals and make awards.

If you have questions please email Missy Hodge at Lhodge@utk.edu or call 974-1776.