

Guidelines for Short-term Faculty Development Grants (STFDG)

The URB strongly believes that faculty development programs should result in an increase in the published research work of the awardees. Therefore, future applications for faculty development grants should primarily reflect a record of such publications from previous awards. Normally faculty who apply to attend a conference without presenting a paper will not be funded. Also, part-time faculty members are not eligible for faculty development grants.

Checklist for applicants:

1. Submit your paper to a conference/workshop/exhibition. The event should be for professionals in the field of specialization of the presenter not a seminar at a department or a conference for the general public. Funding cycle for STFDG starts on September 1st and ends by June 15th.
2. When you have received notification that your paper was accepted, fill out the Short-Term Faculty Development Grant form. Have the form signed by your college research committee, your dean, and then submit it to the Chairperson of the URB. Your application will be discussed by the URB. Please note that:
 - a. Applicants should have spent at least one semester in residence at DU. The paper should represent original research that contributes to advancing the knowledge of the field.
 - b. Applications must be received by the URB at least **four** weeks prior to the trip.
 - c. Applicants should clearly state whether they have received, are receiving, or will apply for funds from another university or other external sources.
 - d. Applicants may receive URB financial support for only one faculty development grant per academic year.
 - e. A recipient of a short-term faculty development grant who will be presenting a paper will normally get a 100% per diem (RO 75 per day for up to five days), registration fees, visa fees (if needed) and an airplane ticket. The total of registration fees, visa fees and airline ticket may not exceed RO 600.
 - f. The duration of a short-term faculty development program should not exceed **five** calendar days for the purpose of presenting a paper. The dean has the right to grant additional days of paid leave if necessary.
 - g. For multi-author publications, only one grant will be issued for one of the authors.
 - h. The URB should forward this form to the office of the Vice Chancellor **two** weeks prior to the date of activity.
 - i. Normally faculty who apply to attend a conference without presenting a paper will not be funded.
 - j. Part-time faculty members are not eligible for faculty development grants.
3. After approval from the URB and Vice Chancellor, applicants should receive a notice of approval from the URB Chair.
4. As soon as the applicant receives the official approval from the URB Chair, he/ she must fill out the Special Leave form. The applicant should then give a copy of his/ her grant approval and the Special Leave form to the chair of his/ her department, to be forwarded to the dean and then to the Human Resources.
5. The applicant should also send a copy of the Special Leave form and the Short-Term Faculty Development Grant approval to the Finance department. Please note:

- i. It is possible that the applicant receives the funds before he/ she travels if, along with the Special Leave form and the Short-Term Faculty Development Grant approval, the applicant submits:
 - a. proof of payment of registration fees
 - b. proof of payment of visa fees (if applicable)
 - c. proof of payment of airline ticket
- ii. If the applicant does not request the payment before he/ she leaves, the applicant may submit the proof of payment for the registration fee, visa fee and airline ticket once he/ she returns.
- iii. In either case (receiving payment before or after the event), it is the applicant responsibility to call/ e-mail/ follow up with the Finance department to receive his/ her payment. The applicant may as well ask the secretary of his/ her department to follow up with the Finance Department regarding his/ her payment.