

Professional Development Grants for Assistant and Associate Professors

Description The Office of Faculty Development and Diversity (OFDD) *Professional Development Grants* are aimed to heighten the professional visibility of female faculty and faculty who are underrepresented in their fields by ethnic and racial status.

The OFDD *Professional Development Grants* (PDGs) are supported and administered by the Provost's office and are explicitly designed to contribute to the retention and promotion of faculty underrepresented by gender, race or ethnicity in their fields at Cornell. The goal of these PDGs is to support faculty by two mechanisms:

- a) funding visits to senior, recognized researchers in their area and/or the opportunity to host such researchers at Cornell for a colloquium. Such visits are meant to provide the faculty member with professional networking opportunities, the chance to share research more widely with experts in his or her field and an opportunity to heighten his or her professional visibility on the Cornell University campus in preparation for promotion and tenure. Senior researchers may become appropriate evaluators of the faculty member's work at the moment of tenure and promotion; and
- b) funding professional training opportunities, e.g., training on specialized databases or equipment.

The PDGs are not intended as financial support for conference attendance, but rather as additional opportunities to develop collegial relations with significant people in the field above and beyond normal networking activities and to access professional training opportunities. The grants are not intended to pay for colloquia which would otherwise be covered by the department. Candidates for PDGs must have the support of the chair or director of their School or department.

Applicants are encouraged to consult with the OFDD before and during the preparation of an application.

Applicants may receive more than one PDG, depending on availability of funds.

Deadlines Applications may be submitted at any time and will be accepted on a rolling basis as they are received. Funds will be available immediately upon selection. Please allow sufficient time for evaluation of the proposal before your travel/training dates.

Budget. Grants are generally limited to \$1,500, but under special circumstances OFDD may provide additional funds. No honoraria will be covered by the grant.

Funds from the PDG program may be used to cover the travel expenditures of the applicant or her chosen senior researcher(s)/training facility. The grant will be executed as a travel/expense reimbursement. Standard Cornell rules apply.

Required application materials.

- Applicant's CV
- Justification. This statement should make a case for why the grant is needed, including how this grant will benefit the applicant professionally in ways that would otherwise not be possible
- Timeline of proposed activities
- Support letters from Chair/Director
- Itemized budget

Criteria used to evaluate applications. Applications will be evaluated by a committee of faculty based on

- Quality of Justification
- Appropriateness of the activities proposed by the applicant
- The department chair's letter
- Itemized budget

Reporting requirements. A brief report to the OFDD is required at the end of the year in which the grant is awarded. This should include the title and abstract of any talks associated with the grant, a description of the activities the applicant carried out, and any accomplishments that came about as a result of her interaction with the senior researcher. The report should clearly indicate evidence of the impact of the PDG.

A cover page and template for the application is provided on the next pages.

**Office of Faculty Development and Diversity
Professional Development Grant**

Application Cover Page

Date Request Submitted:

Name and contact information of Applicant:

Name of Department:

Total Amount Requested:

Name of senior researcher/Training Facility:

Dates/locations of visit:

**Office of Faculty Development and Diversity
Professional Development Grant**

Please attach material that addresses the following requirements to the cover page.

Justification (please answer all questions):

1. CV from the Candidate.
2. Statement of Justification and Activities Timeline:

The candidate should provide a 1-2 page document that describes the following:

- a) Research interests
 - b) Professional goals
 - c) Description of intended activities
 - d) Statement of need for grant funding: how the grant will facilitate professional development in ways that otherwise would not be possible
 - e) Timeline of intended activities
3. Letters of recommendation.
 - a) Letter from Chair/Director
 4. Requested Budget
 - a) Spreadsheet showing budget items
 - b) Contribution (if any) from the department (\$):
 - c) Contribution (if any) from the College: (\$):
 - d) Contribution requested from the Professional Development Grant (\$):