

## FACULTY PROFESSIONAL DEVELOPMENT GRANT PROPOSAL COVER SHEET

### Instructions

Applicants must complete this packet and submit to [TLC@ccd.edu](mailto:TLC@ccd.edu). For out-of-state conferences, all applications must be submitted *at least 8 weeks* prior to the start to the conference. For in-state conferences, all applications must be submitted *at least 3 weeks* prior to the start of the conference. Failure to submit by the deadline may result in the application not being reviewed/accepted in time for grant approval.

Eligibility: To establish a commitment to the Community College of Denver and to ensure the fairness of distribution of funds, these grants are open to all faculty and instructors who meet the following qualifications:

- Full time instructors who have taught at CCD for 2 semesters
- Part time instructors who have taught at CCD for 4 consecutive semesters

Name of Conference/Training:

Date/Location:

Lead Faculty/Instructor Name:

S#:

Phone#:

Email:

### Evaluation by Chair & Dean

By signing below, the Chair and Dean affirm that the proposal meets department and center professional development needs. For discipline-specific conferences, the Chair affirms that the conference/organization is seen as credible within the particular field and that the grant aligns with faculty member(s) annual goals.

Chair Name:

Chair Signature:

Date:

Dean Name:

Dean Signature:

Date:

Any proposal that will cost more than \$2,500 **per person** must be reviewed and signed by the Provost before it can be considered by the committee.

Provost Name (print):

Provost Signature:

Date:

Additional Faculty/Instructors included in grant proposal.

Instructor Name (print):

Instructor Name (print):

Instructor Name (print):

Instructor Name (print):

Instructor Name (print):

### **Budget Justification Table**

Be sure to consider anything you may require on your trip. Rideshare/public transportation to/from airports, and tolls are frequently overlooked expenses. All categories must include an amount even if it is Zero. Please consult the GSA website here for your expected per diem based on the state you are visiting. Please feel free to reach out to Wendeth J. Rauf at [wendeth.rauf@ccd.edu](mailto:wendeth.rauf@ccd.edu) for any assistance regarding the budget justification table.

Budget Item and Estimated Cost (amounts should be per person.)

Conference Fees:

**\*Please add explanation for expenses listed as "Other."**

Airfare:

Mileage:

Hotel/Lodging:

Per Diem:

Other:

Sub-total:

Number of Grant Participants:

Grant Total:

Lead Faculty/Instructor Name:

Lead Faculty/Instructor Signature:

Date:

## FACULTY PROFESSIONAL DEVELOPMENT GRANT PROPOSAL

### PROPOSAL

#### Faculty Development Program Mission Statement

The Faculty Development Program exists at the Community College of Denver to improve and sustain the professional growth of our faculty and instructors through well-planned learning opportunities which support our college mission and goals. These funds will improve faculty knowledge and skills, ultimately leading to the improvement of student outcomes.

#### Proposal Content

Please provide a concise answer to each of the following questions. These answers should give us adequate information to understand the value of your professional development activity and how it relates to CCD's mission and goals. It is not intended to intimidate or over-burden you. Once you have completed the application and questions, please review the proposal with your chair and dean and have them sign it. You may also schedule an appointment with Wendeth J. Rauf in the TLC to discuss and refine your proposal.

To simplify the application, the answers to the questions can now be entered directly under the question.

#### 1. Design (250 Character Limit)

Describe how attending the conference or training will meet your professional development goals for this year. What focus, as a faculty member of CCD, will this conference address? What contribution will you then make to the larger CCD community as a result of this conference?

## **FACULTY PROFESSIONAL DEVELOPMENT GRANT PROPOSAL**

### **2. Goals (250 Character Limit)**

State the goal(s) of the conference or training and provide a clear indication of how the proposal relates to the improvement of classroom instruction.

## **FACULTY PROFESSIONAL DEVELOPMENT GRANT PROPOSAL**

### **3. Timeline (250 Character Limit)**

Within thirty days of your return you will be required to submit a report to your grant manager indicating how you intend to use what you've learned at the conference in your class. Provide a road map of when you will complete the evaluation of the conference or training, when you plan to implement what you learned in the classroom, and when the evaluation of that implementation will be completed.

## FACULTY PROFESSIONAL DEVELOPMENT GRANT PROPOSAL

All grant proposals should clearly indicate have a specific deliverable that will be submitted to the Faculty Professional Development Grant Committee upon completion of the evaluation of the conference or project. Specific deadlines for these deliverables should also be included.

### Examples of deliverables

1. Presentation materials from a Center or Department meeting about lessons learned and innovative ideas shared.
2. Presentation materials from an active workshop developed from the conference and presented through the TLC.
3. A lesson plan for use in an online or face-to-face class developed from the conference.

### Internal use only:

Received by:

Date:

Processed by:

Date:

Final Status:      Approved

Denied Note:

To be re-reviewed