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|  | **TAMIU ARC** **Summer Faculty Development Program** |

**APPLICATION INSTRUCTIONS**

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| TAMIU ARC supports a **Summer Faculty Development Program** for faculty to enrich their research and teaching at the graduate level. This program will provide up to seven weeks of summer support of travel and living expenses. Applications for short duration workshops (minimum one week) that can have a high impact on research will be considered as will visiting other institutions to conduct research for a longer duration up to a maximum of seven weeks.  |
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| **DUE DATE:** Applications are due **Friday March 8, 2024, by 5:00 PM** |
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| **APPLICATION SUBMISION**: Download application form from the ARC Website (<https://www.tamiu.edu/cees/arc/summer.research.shtml>) and completely fill the form out. E-mail the form, three-page CV, and attachments (if needed) to ktobin@tamiu.edu |
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| **NEW FOR THIS YEAR’S COMPETITION**: 1. **Only travel support will be provided**. No funds are available to support summer salary this year. Reimbursements will not exceed the current GSA rates for the location you are traveling to, which can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=travel
2. Allowable expenses include domestic travel for field work, visits to libraries or museum, workshops & educational training venues (*e.g.* ICPSR) that can benefit TAMIU graduate education and research, and/or to collaborate with colleagues at educational institutions or with industry partners.
3. Unallowable expenses include **international travel** and travel to research conferences.
4. Travel support **will not be provided** if the travel period corresponds to the dates during which the applicant is teaching. This includes online teaching assignments.
5. Proposed travel must begin no sooner than May 16, 2024 and be finished no later than August 15, 2024.
6. Funding priority will be given to proposals that clearly articulate how the proposed travel will have a significant impact on graduate education, programs, and research at TAMIU.
7. **Summer Faculty Development Program recipients may be asked to give professional development workshop for TAMIU ARC during the 2024-2025 academic year.**
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**APPLICATION FORM**

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| **Name:** |       | **Date:** | CLICK HERE TO ENTER DATE |
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| **College/School:** |       | **Department:** |       |

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| **Are you a Tenured or Tenure-Track Faculty at TAMIU?** |  | **[ ]  Yes** | **[ ]  No** |
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| **Are you a TAMIU Staff?** |  | **[ ]  Yes** | **[ ]  No** |
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| **Indicate proposed dates for the development activity** |       |
|  | *Cannot exceed 1.5 months* |

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| **1**. **Write a brief statement of the purpose, nature, and objectives of the development project.**  **(100 words maximum)** |
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| **2. Describe how you envision the proposed project will enhance graduate education within your discipline and more broadly at TAMIU.** **(100 words maximum)** |
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| **3. Discuss anticipated research deliverables (refereed papers, external grants, etc.) that you can leverage your from your TAMIU ARC Summer Faculty Development Program.****(100 words maximum)** |
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| **4. Indicate any staff or administrative appointments, summer teaching commitments, and internal and external grant salary funding during the summer of 2023****(100 words maximum)** |
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**5.** Attach a short curriculum vitae (no more than three pages) that includes dates of TAMIU employment, recent papers, grants, and graduate courses taught.

**6.** If the project will include cooperation with another institution, agency, or organization, attach a letter of intent or other appropriate documentation from the other entity.

**7.** Provide a detailed and itemized budget justification for the project following the guidance below.

***Note: TAMIU faculty are eligible to receive funding from the TAMIU ARC Summer Faculty Development Program only once.***

**APPLICATION PROCESS**

**PROCESS**

1. Submit the completed TAMIU ARC Summer Faculty Development Program form and required attachment(s) to TAMIU ARC Co-Director Dr. Kenneth Tobin (ktobin@tamiu.edu) by **Friday March 8, 2024, at 5:00 pm.**

2. If needed, an ad hoc faculty committee will be established to evaluate applications and make a recommendation to the TAMIU ARC Leadership team. The final decision by the leadership team will be made after consulting with the applicant’s dean to determine if there are no summer appointments or some other funding commitments that might conflict with the activities proposed in the application.

3. The selection(s) will be announced no later than **Friday April 19, 2024,** to allow sufficient time to make travel arrangements for the summer.

**REPORTING REQUIREMENT**

By **October 1, 2024**, awarded faculty member must submit to Dr. Kenneth Tobin a final report that includes the degree to which the program objectives were met, program activities and how they advanced the mission of TAMIU ARC to improve graduate education, and the status of research deliverables resulting from this support. The reports will be used by the TAMIU ARC Leadership team to evaluate the effectiveness of TAMIU ARC Summer Faculty Development Program. Failure to submit the required final report on-time may preclude the faculty member from future support from other TAMIU ARC programs.

**BUDGET JUSTIFICATION**

Travel: Provide the purpose(s) for the travel funds request and the benefit(s) applicable to the project. The travel estimate should be as specific and accurate as possible. Where appropriate, travel and lodging should be based on currently approved state and GSA rates, which can be found at:  <http://www.gsa.gov/portal/category/100120>. Travel support is limited to domestic trips. Maximum travel requests for this program are $12,000 but lesser requests will be considered. All expenses should be reasonable and allowable.

Provide a detailed estimate of expenses focusing on the following categories with a total for each category:

Airfare

            Lodging (Rate per Day; Number of Days)

            Registration Fees (If applicable)

            Meal per diem (Rate per Day; Number of Days)

            Transportation (Taxi, Rental Car, Gasoline)

 Other (Provide Detailed Justification)

Before traveling the recipient must submit a travel request that must be approved. During the trip, the recipient should save all relevant receipts. Upon returning a detailed travel voucher must be completed. Staff within the recipient’s department should have the recipient complete the voucher before October 1, 2024. The correct account numbers must be used when completing this document that can be obtained from either Dr. Ken Tobin (ARC Co-Director) or Mr. Tano Trevino (ARC Program Manager).

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| **Airfare:** |
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| **Lodging:** |
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| **Registration Fee:** |
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| **Meals Per Diem:** |
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| **Transportation:** |
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| **Other (Include Detailed Justification):** |
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