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

**APPLICATION FORM & PROCESS**

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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 (referred papers, external grants, etc.) that you can leverage your from 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 that TAMIU faculty are eligible to receive funding from the TAMIU ARC Summer Faculty Development Program only once.*

**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](mailto:ktobin@tamiu.edu)) by **Friday March 31, 2023.**

2. 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 agreement that might conflict with the activities proposed in the application.

Each application will be returned with written comments and feedback appropriate to share with the applicant indicating strengths, areas to improve, and reasons supporting one of the following numerical ratings:

1. exemplary proposal, recommend approval;
2. sound activity but proposal needs to be strengthened, recommend the applicant rewrite and resubmit next year; or
3. proposal has significant weakness, do not recommend approval.

3. The selection(s) will be announced no later than Friday April 28, 2023 to allow sufficient time to make travel arrangements for the summer.

**Reporting Requirement**

By October 1, 2023, 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**

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| **1. Salary:** Faculty cannot request salary from a **TAMIU ARC Summer Faculty Development** award and teach during the same summer term. Maximum salary requests for this program are $12,000 but lesser requests will be considered. If requesting salary and applicant is not a U.S. citizen or permanent resident, clearance from Human Resources must be obtained before salary can be paid. Clearance does not need to be done during the application process. If any questions on this topic, contact [grants@tamiu.edu](mailto:grants@tamiu.edu). Administrators and staff with 12-month appointments cannot claim salary from this program but can apply for travel support. Faculty with 10.5-month administrative appointments can request salary support only during the period during which they are not under contract. For all requests, the total summer effort combining teaching, other grants, and TAMIU ARC support cannot exceed 3.0 months (May 16 to August 15). Note that the level of summer commitment and salary for each applicant will be verified before an award is given. |
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| **2. 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.  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, Gas)  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, 2023. 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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