1. Principal Applicant
Name
Department

Are there co-applicants for this proposal?  Yes  No
If yes, please list them on a separate page.

2. Type of Activity
☐ Faculty Development ☐ International travel for research/Travel to academic board meetings/Professional leadership participation (Funds from Dean’s discretionary funds.)

3. Period of Activity
Starting Date  Ending Date

4. Please attach a description of the proposed activity and a detailed budget.
These items combined should not be more than two (2) pages.

5. Total of Funds Requested

6. Total Cost of Activity

7. Signatures
Principal Applicant  Date
Department Head  Date

Action of Faculty Council

Date  Amount Awarded $

These funds must be spent and reimbursement paperwork must be submitted no later than June 1. Funds not used by this date will be forfeited.
Guidelines for Faculty Funding Grants

1. The Faculty Council (FC) defines faculty development as an activity that expands or augments a faculty member’s skills or capabilities in teaching, research, or service contribution to the university.

2. The FC will review all applications for funding. Applications may be submitted either by individual faculty members, groups of faculty members collaborating on a project, or by a department. In addition, the FC may sponsor activities and approve funding for their expenses.

3. The FC will normally distribute calls for applications according to the following schedule:
   a. Mid-September: First call for applications will be issued.
   b. From time to time in the fall and spring semesters as funding allows: Additional calls may be issued.
   c. Mid-April: If funding for the following fiscal year has been identified, applications will be accepted for funding to be expended during the summer and early fall.

   In addition, recognizing that opportunities with short deadlines may present themselves to faculty, the FC will accept applications at any time and will attempt to give them timely consideration.

4. Each application should be submitted on a Faculty Funding Application form to the Chair of Faculty Council. The application includes a brief description of the proposed faculty activity and a budget of proposed expenditures.

5. The description of the activity should be specific and carry sufficient information to permit peer review, but it should be brief and concise. The description, including the budget should be no more than two pages.

6. Include a budget by category listing specifically how and when all funds will be spent. Indicate any cost sharing by the department and any additional outside funding by source.
   a. Requests for payment of support personnel (e.g. graduate assistants) should contain justification and evidence that support from other sources (e.g. Crimson Scholars currently employed by the department, underutilized Graduate Assistants) is unavailable.
   b. Requests for travel funds should itemize expenses into transportation, per diem, registration, and other expenses.
   c. Requests for summer salary support for faculty teaching one course will be at a lower level than that for faculty not teaching in the summer.

7. Any product or publication resulting from this support should acknowledge support from New Mexico State University College of Business Faculty Funding Grants.

8. Within thirty days of termination of the activity, the recipient should file with the FC a short report of about one page summarizing the activity and benefits derived.

9. Members of the Faculty Council who apply for support will be excused from all deliberations related to Faculty Funding Grants.