

## Center for Teaching Learning & Scholarship Faculty Programming Grant Application

### Purpose

---

The Center for Teaching, Learning & Scholarship (CTLS) is pleased to announce the Faculty Programming Grant for the 2015-2016 academic year. There are grant awards available to support single lecture events, panel discussions and debate format programs (NOT Performances). Applications to participate in this year's grant program are solicited from the instructional college community that includes tenured and non-tenured faculty.

### Things to Remember

---

1. The maximum award for a grant is \$2000.00
2. Grant applications submitted for events that take place prior to the grant application deadline will not be accepted.
3. "Grant funds may not be used for salaries, honoraria, fees or meals for any ASU faculty, staff or students."
4. A contract is required for each program. The standard ASU consultant's contract should be used and should include a signed W-9 form.
5. Grant funds may not be used for performance-based programs.
6. Fall 2015 applications must be received by September 4, 2015 in order to be considered for September, October, or November 2015 programs as described above under the purpose for the grant. Applications received after this date may not be eligible for any fall semester funds remaining.
7. Spring 2016 applications must be received by January 29, 2016 in order to be considered for February, March, and April 2016 lecture programs. Applications received after this date may not be eligible for any spring semester funds remaining.

### General Guidelines

---

The CTLS Faculty Programming Grant (FPG) should NOT be viewed as the only source of funding support for any proposed lecture, forum or symposium program. This is intended as a supplemental grant only.

CTLS reserves the right to limit the total number of awards to any applicant and/or department, and the amount awarded per semester, to ensure equitable distribution of funds.

CTLS will base its decision regarding program funding on the following criteria:

1. The ability to reach a broad range of participants within the college community
2. The relevance of the program to the university's strategic plan and or student programs
3. Other sources of funding support secured
4. Total award dollars available.

To be considered for a CTLS Faculty Programming Grant:

A) The application must be complete, containing specific/detailed information, especially with regards to the program budget and expenses.

B) The applicant must demonstrate his/her ability to successfully implement the program through effective organization and thorough marketing and promotion.

### **Guidelines for CTLS Faculty Programming Grant**

---

1. All lecture events must be open (at no charge) to the entire campus community: students, faculty, staff, etc.
2. It is the responsibility of the person submitting the application to make sure a venue for the event has been reserved through the College's scheduling system; this is to be done prior to submitting the application.
3. The Office of University Communications must be notified of the event (minimum of two weeks in advance) for the purpose of college-wide publicity and promotion.
4. Grant applications submitted for events that take place prior to the grant application deadline will not be accepted.
5. The award allocation from the CTLS Programming Fund may be used for the guest speaker or presenter's honorarium, lodging, travel or publicity or promotion.
6. CTLS Programming Funds may not be used for:
  - (a) To support any program that conflicts with (same day and time) any ASU Lecture Series Program and/or University convocations (i.e. Honors Day, Homecoming Convocation, MLK Convocation, and Founders Day Convocation).
  - (b) Any program held in a venue with a seating capacity of fewer than 50 to 60 people.
  - (c) Any program that is being presented only during a class session and/or that is held at a time and place not conducive to welcoming other members of the campus community.
  - (d) Any program that is performance-based rather than a lecture format.
  - (e) Salaries, honoraria, fees, or meals for any ASU faculty, staff, or students (this includes adjunct faculty).
  - (f) Events not being held on ASU campus.

## **General Requirements for the Lecture Grant Application**

---

Submit the Faculty Programming Application to the Center for Teaching, Learning and Scholarship by the date specified. Any incomplete applications will not be considered and will be returned.

The Center for Teaching, Learning and Scholarship will consider only complete applications containing specific and detailed program information. Please include the presenter or lecturer's vitae or supporting credentials. The submission of supplemental information is highly encouraged. The CTLS department may make requests for additional information, if necessary, before acting on an application.

Significant deviation from the approved application (i.e. change in speaker, date and/or topic) must be approved in advance. Changes must be submitted in writing and approved by the CTLS office. In the event the event is canceled, funding will be withdrawn. Funding awards are not transferable from semester to semester. However, an applicant is permitted to reapply for available funding the next semester.

Upon funding approval, an award letter and other essential forms will be forwarded to the recipient. This award letter **MUST** be signed and returned since it is written verification of the award, and is required to process payment. A minimum of 30 days notice is required to guarantee payment on time by the date of the lecture event.

It is your responsibility, as award recipient, to make prior arrangements for receipt of payment. Payment for the honorarium will be made "payable to" the guest lecturer or departmental account. All other bills will be made "payable to" a business or departmental account. Award payments will be by transfer to departmental account or by check.

Payment cannot be made to ASU faculty/staff or adjunct professors.

An attendance report is required at the completion of all funded events. This report must be completed and returned within one (1) week following the event. At this time, the award recipient, in addition to returning attendance figures, must attach copies of all publicity and promotional materials (i.e. newspaper ads, flyers, posters and programs). Failure to submit this information will adversely influence consideration of future applications.

## **Programming Grant Application Process (after grant award has been verified)**

---

We will need the following materials in order to process payment:

- √Signed University Contract with all supporting documents required by the University
- √Signed award letter (from CTLS office indicating award approval)
- √The presenter or lecturer's completed W-9



## Center for Teaching, Learning and Scholarship Faculty Programming Grant Application



1. Contact person responsible for this request:

Name \_\_\_\_\_

Professorial Rank \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone # \_\_\_\_\_

Cell or Home Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

2. Program Title: \_\_\_\_\_

3. Name of Speaker (Attach resume or vitae!) \_\_\_\_\_

4. Description of Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location (Building) \_\_\_\_\_ (Room) \_\_\_\_\_

6. Sponsoring department(s)/club(s)/organization(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Describe the publicity and promotion to be used for this lecture event (Be specific)

---

---

---

8. Please list other alternate sources of funding sought in support of this event and the amount(s) both sought committed: Committee/Organization/Department/

Agency Name	Amount Sought	Amount Committed
<hr/>		
<hr/>		
<hr/>		

9. Program Budget:

*This information must be filled out in detail if application is to be considered for funding.*

Honorarium \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Type of transportation \_\_\_\_\_

Traveling from \_\_\_\_\_

Lodging \_\_\_\_\_

\$ \_\_\_\_\_

Publicity and Promotion \$ \_\_\_\_\_

Type of publicity \_\_\_\_\_

Other Expenses \_\_\_\_\_

\$ \_\_\_\_\_

(Please be specific)

---

---

---

TOTAL EXPENSES \$ \_\_\_\_\_

AMOUNT OF FUNDING REQUESTED \$ \_\_\_\_\_

Please return this application to Center for Teaching, Learning or Scholarship, Reese Building Room 126 or submit electronically to either Mrs. Dedra S. Williams at [dedra.willams@asurams.edu](mailto:dedra.willams@asurams.edu) or Mrs. Cheryl G. Mosley at [cheryl.mosley@asurams.edu](mailto:cheryl.mosley@asurams.edu). For further information call 229-430-1632