



**Fashion Institute  
of Technology**  
State University of New York

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# FACULTY DEVELOPMENT GRANTS AND AWARDS

## Information and Application

**ALL AWARDS ARE SUBJECT TO COLLEGE AND NYS-DOE TRAVEL POLICIES IN  
EFFECT AT THE TIME OF THE PROPOSED TRAVEL/ACTIVITY.**  
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

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## FALL 2021 – SPRING 2022

### FDGA DEADLINES

SEPTEMBER 17 .....	(for activities beginning 10/1)
OCTOBER 18 .....	(for activities beginning 10/29)
NOVEMBER 18 .....	(for activities beginning 12/3)
FEBRUARY 14 .....	(for activities beginning 2/25)
MARCH 21 .....	(for activities beginning 4/1)
April 18 .....	(for activities beginning 4/29)
MAY 2 .....	(for activities beginning 5/13)

**May 2, 2022 is the last deadline for activities conducted through September 2022.**

**Note:** Research requires an extended review; activities dates may need to be adjusted.

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## **FACULTY DEVELOPMENT GRANTS AND AWARDS (FDGA)**

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The FDGA program is dedicated to the development of faculty in their creative inquiry and growth as educators, scholars, artists, designers, business innovators and industry-related professionals.

In addition, the FDGA Committee, in accordance with SUNY requirements, participates in the review of SUNY Chancellor's Awards for Excellence. For SUNY Chancellors Awards descriptions and deadlines please see: <https://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>

### **GENERAL GRANT AND AWARD INFORMATION (Please note updated guidelines.)**

#### **NOTES:**

Only faculty teaching credit-bearing or equated credit-bearing courses and non-classroom faculty are eligible for FDGA funding.

Adjuncts who are full-time faculty at other institutions must attach documentation demonstrating that their funding request was fully, or to what extent, denied by the home institution. Only adjuncts who have taught credit bearing or equated credit-bearing courses, minimally, for three semesters may apply for funding. Adjunct faculty may be asked to present reappointment documentation for the time period associated with funded activities and/or the year following the funded activity.

The FDGA Committee seeks to support as many qualified applications as possible. However, with regard to travel to conferences/professional gatherings, priority is given to faculty presenters, organizers and/or moderators, with special consideration given to those faculty who have never been funded before. **All award decisions are contingent on budget availability.**

The FDGA Committee is elected via the faculty governance process and is supported by the Director of Faculty Development, representing the division of Academic Affairs. Together, the Committee and the Director review applications for faculty grants in the categories outlined below. Recommendations for funding are then forwarded to Academic Affairs for final approval. If approvals are also needed from a dean, chair or supervisor, these are the applicants' responsibilities.

Awardees may be asked to share experiences and/or findings as part of the Faculty Development Grants and Awards program. Final reports are the property of FDGA.

### **DESCRIPTION OF GRANT CATEGORIES**

#### **I. Travel to Present or Participate in Conferences or Professional Gatherings**

Grants are given to reimburse faculty, as per program guidelines, for costs to present papers, chair panels, and/or serve as organizers/moderators or attend conferences and professional gatherings. Only activities directly related to the discipline for which a faculty member was hired by FIT are reimbursable. Faculty who receive a grant from the FDGA represent FIT and are expected to indicate their FIT affiliation in event materials. If an institution is listed in place of FIT, reimbursement may be denied.

**NOTE:** Only conferences and/or gatherings recognized as professional by the related discipline are eligible for funding. In addition, non-competitive presentations delivered in connection with organization memberships are not eligible for funding.

*Application Requirements and Information*

- (1) A 250-word statement explaining the importance of the activity.
- (2) Conference web URL or print out of the event, listing dates, location, and fees.
- (3) Acknowledgement from event organizers if you are presenting, or officially presiding.
- (4) Transportation and lodging estimates from recognized web sites.
- (5) Upon returning, in order to be reimbursed, please submit a completed Travel & Business Expense Report, original receipts and a 250-word report describing how your experience positively informed your professional growth.
- (6) **If you are traveling internationally please fill out this [international travel request form](#)** It includes a link to the CDC guidelines.

**REQUIRED:** If you are a conference presenter, include a conference agenda with your name and FIT affiliation listed.

**II. Research, Scholarly, Creative, Pedagogical and Industry-related Activities**  
**(ONLY OPEN TO FULL-TIME FACULTY AND ADJUNCT FACULTY WHO HOLD A CCE)**

- Research and Scholarly Activities: Grants for faculty to carry out focused, short-term research/scholarship.
- Creative Practice: Grants for faculty to develop their creative work.
- Pedagogical Research: Grants for faculty to research/develop new teaching methodologies or approaches (The writing of curriculum or programming for which faculty are already compensated is not eligible for funding.)
- Industry Collaboration: Grants for faculty to develop/conduct innovative, industry-related projects.

**If you are traveling internationally please fill out this [international travel request form](#)** It includes a link to the CDC guidelines.

Final reports will be shared with faculty colleagues via FDGA website and/or publications.

**NOTE: FUNDED ACTIVITIES MUST DIRECTLY SUPPORT THE AREA OF EXPERTISE FOR WHICH FACULTY WERE HIRED BY FIT.**

Please make an appointment with Elaine Maldonado (7-4062) to discuss your application ahead of time and to review guidelines for this category of funding.

Evidence of how the proposal builds on documented, sustained research/innovative activities must be included in the application narrative. Activities in this category require a second review by Academic Affairs. Please plan your timetable accordingly.

Clearly, ongoing educational enrichment is valuable, however, research/activities that only indirectly support the faculty member's primary area of expertise will not be funded. Funding is *not* available for pursuits resulting in direct monetary gain.

Funding up to \$1,000 for domestic and \$1,500 for international research/activity may be awarded, pending budget. The FDGA Office will manage payments to additional research project personnel.

Budgets must include specific dollar figures. Travel/lodging estimates are required as per travel category above.

*\*FIT must be acknowledged if funded research is cited or referenced at a conference or in a publication.*

#### **Application Requirements and Information**

1. 500-word narrative (with title) that describes your project. Narrative must include:
  - a. Need for project
  - b. Description of your research methods
  - c. Description of activities
  - d. Activities timeline
  - e. Anticipated outcomes for project
  - f. Assessment plan to evaluate outcomes
2. Documentation demonstrating your prior research/ activities that are directly related to newly proposed work.
3. Budget (Select appropriate budget form.)
4. Upon completion of activities, a completed Expense Report, original receipts and/or budget reports as per award
5. Upon completion of all activities, a 500-word report describing project outcomes and how the experience positively informed your professional growth

### **III. Projects**

Short term, on-campus projects that promote faculty development may be funded. These projects should demonstrate the potential for institutionalization and should have broad-based campus appeal. Activities primarily directed at students are not eligible. Projects are capped at \$1,000.

Please make an appointment with Elaine Maldonado (x7-4062) before submitting your application to discuss the institutional procedures for projects that involve campus purchases and facilities.

Adjunct faculty must submit a letter from their chair, with the application, confirming reappointment for the duration of the project.

- (1) 500-word project proposal
- (2) Steps you will take to achieve these goals, including timeline
- (3) Budget, preferably with documentation
- (4) Evaluation plan for activities
- (5) Plan for potential adoption by the institution
- (6) Expense documents/receipts as required
- (7) After the activity is completed, a 500-word report describing how faculty growth was fostered as a result of this project

### **IV. Facilitating Symposia/Seminars at FIT**

Funding to host symposia to bring experts to the campus to address issues of broad-based faculty interest. Activities are capped at \$1,000.

Please make an appointment with Elaine Maldonado (x7-4062) before submitting your application to discuss projects that involve campus purchases and facilities.

Adjunct faculty must submit a letter from the chair, with their application, confirming reappointment for the duration of the proposed project.

#### *Application Requirements and Information*

- (1) 500-word proposal that includes project goals
- (2) Steps to achieve these goals
- (3) Budget, preferably with documentation
- (4) Evaluation plan for activities
- (5) Plan for potential adoption by the institution, if appropriate
- (6) Expense documents/receipts as required for other categories of funding.
- (7) A 500-word report describing how the project promoted faculty growth.

#### **V. Winter or Summer Practicum (\*ONLY OPEN TO FULL-TIME TENURED FACULTY AND ADJUNCT FACULTY WHO HOLD A CCE)**

Awards are made to faculty to complete a practicum in their business or industry during the winter or summer breaks for a period of 3-5 weeks. The purpose is to renew professional skills as well as to establish and strengthen collaborations. Practicums are capped at \$1,000 (3 weeks) or \$1,500 (5 weeks). Reimbursement is issued after the completion of all requirements.

#### *Application Requirements and Information*

- (1) A 500-word statement of purpose is required, describing the scope/job description of the Practicum, its duration and relevance to your faculty development.
- (2) A letter of agreement from the sponsoring business or industry to be submitted with the application.
- (3) Upon completion of practicum, please submit a final report of 500-words describing how your experience positively informed your professional growth.

#### **Application Process**

The FDGA Committee will review applications usually within 2-3 weeks after the applicable deadline. You will be notified in writing on the outcome of your application. *Incomplete applications cannot be considered.*

If you would like to learn more about past awards, please go to:

<https://www.fitnyc.edu/cet/fdga/index.php>.

Fill out the application and one applicable budget form in this booklet and attach the required materials. The application form is also available on the CET website under the Faculty Development Grants and Awards tab. Digital submissions are preferred; however, hardcopy will be accepted. For further assistance in preparing your application, please contact the Faculty Development Office, Room B502, x7-4064, [celia\\_baez@fitnyc.edu](mailto:celia_baez@fitnyc.edu).

#### **Important Notes (PLEASE READ):**

- The FDGA Committee will not review requests to fund activities retroactively.
- Advance funding cannot be issued and department transfers are not allowed.

- **Only travel/lodging/food receipts, beginning one day before the approved activity through one day after the approved activity, will be reimbursed. Please see [SUNY guidelines on budget page](#).** (Log in with FIT credentials required.)
- Travel and lodging estimates must be attached to your application.
- Classroom faculty must be teaching credit or equated credit-bearing courses.
- Adjunct faculty need to have completed three semesters teaching credit or equated credit-bearing courses at FIT in order to apply.
- FDGA grants are only for faculty working at FIT throughout the duration of grant activities.
- Faculty who attend conferences over multiple years without presenting or attempting to present or significantly contribute to event proceedings may be denied funding.
- **To request funds to use while on sabbatical, your sabbatical application must indicate that you could possibly seek supplemental external or internal funding.** Your sabbatical application, as sent to the President, must be attached to the FDGA paperwork. For more information, go to: [Sabbatical Criteria](#) and [Application](#).
- A second review by Academic Affairs is required for research and activities in category II. If you submit a request in this category, please allow sufficient time for this process.
- Second requests for funding in the same fiscal year, in the same category, will only be considered when the applicant is a presenter and, if approved, will be funded up to 50% of the allowable amount.
- THIRD REQUESTS (or more) in the same category will not be considered. The one exception is the last review cycle in May, at which time such requests may be considered, pending budget.
- **You must apprise the Faculty Development Office of a decision not to use an award within 30 days of making this decision or you will be ineligible for funding for one year.**
- **All paperwork and receipts must be received by FDGA Office within 30 days of completing the funded activity.**

**The following activities are NOT funded by the FDGA (Please read carefully.):**

1. Activities and field trips with students.
2. Training, including technical training, that is necessary to do one's job.
3. Activities conducted for purposes of department recruitment.
4. Membership dues and/or duties.
5. Meeting/conference attendance associated with professional or college-related memberships.
6. Book-signing tours and other self-promotion activities resulting in potential direct financial gain.
7. Travel to provide paid services to other institutions. This includes, but is not limited to honoraria or services for hire. (Host institutions should cover these costs.)
8. Although short-term workshops and seminars may be funded, tuition payments for continuing education, courses within degree programs or courses that may eventually be applied to a degree program are not.
9. Training for purposes of professional certification is not funded. However, this rule is waived for simple certificates of completion.
10. Program design, the formal writing of curriculum for which faculty are already compensated and activities related to accreditation will not be funded.
11. Travel primarily for the purpose of enhancing existing courses will not be funded.
12. Other department/school responsibilities that may not be listed above.

Reimbursements are processed once all receipts, reports and requisite documentation, INCLUDING A COPY OF YOUR TRAVEL AUTHORIZATION, have been received. **Materials/receipts are due within**

**30 days of completing the funded activity. Receipts not received within these 30 days will NOT be reimbursed. For June activities ONLY, receipts are due within 15 days of completing the funded activity. Receipts not received within these 15 days will NOT be reimbursed.**

Only receipts for the activities, timetable, travel and/or purchases that have been approved by FDGA will be reimbursed. No substitutions.

Only the most cost-efficient, direct and directly connecting flights to the host city will be reimbursed. Original receipts and boarding passes will be honored upon return. Please see [SUNY guidelines](#) on budget page. (Log in with FIT credentials required.) Also, as per SUNY, travel reimbursement applies strictly to the duration of funded activities.

## APPLICATION FOR ACADEMIC YEAR 2021–2022 GRANTS

***NOTE: If you plan to submit this application digitally, you must save it to the desktop with a new name and email completed application to [celia\\_baez@fitnyc.edu](mailto:celia_baez@fitnyc.edu)***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Rank: \_\_\_\_\_ School/Department: \_\_\_\_\_

Room: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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\*Will you be on sabbatical during the proposed activities? YES \_\_\_\_\_ NO \_\_\_\_\_

\*As a result of this travel, will you receive money from an external source and/or the host organization? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please state the amount: \_\_\_\_\_

Do you have tenure? YES \_\_\_\_\_ NO \_\_\_\_\_

\*Has your chair or supervisor been informed of your plans to request funding and/or travel? YES \_\_\_\_\_ NO \_\_\_\_\_

### Adjunct faculty only:

1. For teaching faculty: Will you be teaching a credit-bearing or equated credit-bearing course at FIT when the funded activity will take place? \_\_\_\_\_ Or for the following semester? \_\_\_\_\_
2. Faculty assignments: \_\_\_\_\_
3. How many semesters have you taught at FIT? \_\_\_\_\_
4. Do you have a CCE? \_\_\_\_\_
5. Has your chair or supervisor been informed of your plans to request funding and/or travel? YES \_\_\_\_\_ NO \_\_\_\_\_
6. Are you full-time faculty at a college other than FIT? YES \_\_\_\_\_ NO \_\_\_\_\_



**GRANT CATEGORIES:** (Please check category and fill in requested information.)

**I. TRAVEL TO PRESENT AT SCHOLARLY CONFERENCE OR PROFESSIONAL GATHERING**

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Conference/Professional Gathering name: \_\_\_\_\_

Are you presenting or facilitating (yes/no): \_\_\_\_\_

**II. RESERACH, SCHOLARLY, PEDAGOGICAL, CREATIVE OR INDUSTRY-RELATED**

**ACTIVITY** (*Only work in primary area of expertise is allowed. Please see requirements in applicable category.*)

Start/End Dates: \_\_\_\_\_ Location of work: \_\_\_\_\_

Name of associated organizations: \_\_\_\_\_

**III. PROJECTS**

Start/End Dates: \_\_\_\_\_ Project name: \_\_\_\_\_

**IV. FACILITATE SYMPOSIUM OR CONFERENCE AT FIT**

Start/End Dates: \_\_\_\_\_ Event name: \_\_\_\_\_

**V. WINTER/SUMMER PRACTICUM**

Start/End Dates: \_\_\_\_\_ Sponsor organization: \_\_\_\_\_

**BUDGET FORMS**

All reimbursements are subject to SUNY guidelines:

<http://osc.state.ny.us/agencies/travel/part8.htm>

If this is *not* your first request in the same category, please ask for the full amount you need. The committee will adjust the award as per guidelines. (Choose the appropriate budget form---A, B or C.)

**A. Conference/Professional Gathering Attendance Budget:**

Item	Total Cost	Other Funding	FDGA Request
Air/Train Fare			
<b>For Travel: Required Insurance*</b>			
Hotel			
Conference Fees			
Food			
Taxi			
Rental Car/private auto			
Other			
<b>TOTAL</b>			

**\*Travel Insurance will not be deducted from your allowable award.**

**ONLY THE MOST COST-EFFECTIVE, DIRECT OR DIRECTLY CONNECTING FLIGHTS TO/FROM THE CITY IN WHICH THE EVENT IS BEING HELD CITY WILL BE REIMBURSED. For more information, please see SUNY guidelines: <http://system.suny.edu/travelguideline/>**

**\*\*TRAVEL-RELATED COSTS INCURRED MORE THAN TWO DAYS BEFORE OR TWO DAYS AFTER PROPOSED ACTIVITY WILL NOT BE REIMBURSED.**

**B. Other activities budget: Including hosting seminars at FIT, research/creative practice/industry innovation (Please fill in areas relevant to your work and see below information regarding MOUs and W-9s.)**

Item	Total Cost	Other Funding	FDGA Funding	Brief Explanation
Honoraria/stipends to others				
Hourly wages				
Food and related items				
Travel-related costs				
Conference fees				
Other (Please explain)				
<b>TOTAL</b>				

**A MOU and W-9 for vendors and service providers must be submitted to Academic Affairs at least 30 days prior to the event or delivery of service. For more information on this, please contact [celia\\_baez@fitnyc.edu](mailto:celia_baez@fitnyc.edu).**

(MOU and W-9 forms can be found on: <https://myfit.fitnyc.edu/web/myfit/insidefit>)

