**Faculty and Academic Staff Professional Opportunities Fund (FASPOF) Guidelines**

**DESCRIPTION**

The Faculty and Academic Staff Professional Opportunities Fund (FASPOF) supports faculty and academic staff professional development and research. The committee values funding a broad range of events to benefit the campus community through a wide array of professional development experiences.

**ELIGIBILITY**

All faculty and academic staff employed 50% of full-time or more are eligible to apply for funding from FASPOF.

**SUBMISSION DEADLINE**

Applications are due by the fourth Monday of each month, though we highly recommend that you submit them a week ahead of time to allow for an initial review and request of any missing materials. The FASPOF Committee will review applications on the fourth Thursday of the month until all funds have been expended. Applications may be submitted at any time but late or incomplete applications will not be reviewed until the next committee meeting. The committee will not review proposals during June, December, or January. Complete applications submitted before the start date of your activity will receive full consideration.

**HOW TO SUBMIT AN APPLICATION**

Applicants must submit their proposals as a single pdf file to the FASPOF committee – FASPOF@uwp.edu. To promote equity in the review process, all submissions are final. The committee may request additional information to assist in the decision-making process.

**FUNDING PRIORITIES**

The Fund supports activities that advance the institutional mission/objectives and implement the strategies of the applicant’s department/unit and the university while also bringing professional benefits to the applicant. The relationship of the proposed activity to these objectives is a critical aspect for the Committee in its review of proposals. Activities eligible for funding include (but are not limited to) disseminating academic work through professional forums such as presentation, performance, juried show, and/or presenting papers as scholarly meetings, continuing education, training, updating of academic knowledge or skills, attending conferences and workshops. The committee places the highest priority on proposals that promise significant professional development outcomes. In consideration of proposals, the committee will make an effort to ensure a representative distribution of awards among faculty, academic staff and proposals supporting Inclusive Excellence.

**PROGRAM RESTRICTIONS/REQUIREMENTS**

1. The FASPOF Committee will only consider proposals for future activities. It does not consider funding requests for activities that have already taken place. Complete applications submitted before the start date of your activity will receive full consideration, including proposals received when the committee is not actively reviewing applications.
2. The maximum amount of funding that can be requested by an individual faculty/academic staff member will be limited to $1000 annually. While this amount may be split among multiple awards, the committee will award only one request per year per individual unless funds remain at the end of the academic year, at which time they will consider additional requests from individuals who have already received awards in the current year up to the annual $1,000 limit. FASPOF awards are competitive and are not guaranteed. Depending on their review of the proposal, the Committee may authorize a different (lesser) amount of funding than that requested by the applicant.
3. FASPOF requires a minimum 30% cost share, which may come from departmental, personal, or other internal and external funding sources. Applicants are encouraged to seek additional funding sources for projects and activities, such as start-up funds.
4. All documentation, receipts, travel expense reports, etc. **MUST** be submitted for processing within **two months** of the end date of the project or activity (via the electronic submission system).
5. A brief, final report outlining the project or activity and its benefit to the applicant, their department/unit, and the university is required of all grant recipients. Reports should be submitted electronically to the FASPOF Committee Chair **within** **two months** of the end date of the project or activity. **Please note that the committee will not review any new applications from an awardee who has not yet submitted a final report for a previous award, assuming that travel is complete.**

**GUIDELINES FOR WRITING PROPOSALS**

**To be eligible, all proposals must include the following items. Incomplete applications will be returned for revision, resulting in a delayed review process.**

1. The **Cover Sheet and Checklist** provide key applicant information to the committee and help applicants ensure that their application is complete.
2. The **FASPOF Application Form** must include a description of the project or activity for which funding is requested. Applicants must indicate its potential for advancing the mission/objectives of the department/unit and the university and its benefits for their individual professional development.
3. All sections of the **FASPOF Budget Form** must be completed. Proposals must include a minimum cost share of 30% and the source(s) and amounts of the cost share funds.
4. **Supporting materials and documentation** that justify your proposal and expense requests, e.g., proof of acceptance to the program/conference, the program/conference agenda, documented registration, lodging, airfare costs, etc. TravelWise guidelines must be followed to ensure reimbursement. Please review the TravelWise Reference Guide and [website](https://uw.foxworldtravel.com/).
5. A **Statement of Support** from the department chair or unit supervisor must be attached to the proposal. If the applicant is a department chair or unit supervisor, a letter of support should be secured from the next reporting level. Evidence of departmental/unit support must include:
	1. **A statement** as to the appropriateness and importance of the proposal in terms of the mission/objectives of the department/unit and also the professional development of the applicant;
	2. **Internal department/unit funds** that will be committed to the proposed activity;
	3. **Applications without departmental/program support** should include an explanation as to why no funding assistance is being provided;
	4. **Identification of available start-up funds**, if applicable, and how they may be used to support the proposal.

If you have questions about completing or submitting your proposal, please contact Lisa Crumble at crumble@uwp.edu or 262-595-2022.