

Guilford College Educational Development Grants Available from Faculty Development and CPPSET

(Updated August 1, 2024)

Grants to support educational development for faculty and staff are available from two internal sources: Guilford's Faculty Development Program (FDP) and the Center for Principled Problem Solving and Excellence in Teaching (CPPSET). FDP grants are available to support historically typical faculty and educational efforts related to the improvement of teaching, research, presentations, travel, etc. CPPSET grants are awarded to support similar kinds of work that also aligns with the funding priorities of the Center and the PPS Endowment. Please note that we understand educational development to be a broad term and any project that directly supports teaching and learning and is not a required aspect of one's professional responsibilities (or in some cases, the college is encouraging development in a required area to meet new or developing needs of the school) may be considered for funding.

Close to 100% of the available funding is generated by named endowments that include areas of focus or prioritization. More information on these endowments and their respective areas of emphasis is listed below.

Funds overseen by the Faculty Development Program are allocated by the Faculty Development Director in consultation with the Faculty Development Committee. The Committee reviews applications for funds on an announced schedule with 4 or 5 deadlines across the academic year. Application for general Faculty Development funds can be made by clicking on the "Apply Here" banner on the [Faculty Development Web Page](#).

Application for CPPSET PPS Endowment funds can be made by accessing the relevant forms listed on the Center's ["Grants Application"](#) page.

ELIGIBILITY to APPLY:

- Full-time faculty (tenured, tenure-track, or visiting)
- Part-time faculty who have been teaching at Guilford College for five consecutive years or more
- Part-time faculty who have been teaching at Guilford College for less than five consecutive years (NOTE: up to \$300 in funding are available at this time)
- Educational Support Faculty
- Full-time staff with current teaching responsibilities may apply for development funds for work directly related to a credit-bearing class or

classes for which they have responsibility

You may apply to more than one fund at a time. Often projects can only be **partially** funded as we try to spread resources across more faculty, but please submit your entire budget so that we can fund as much as possible.

Fund	Purpose	Application Guidelines	Financial Guidelines
<i>Kenan Grants for Improvement of Teaching</i> (endowment)	To support projects that enhance teaching or the learning of new pedagogies -- including workshops, conference attendance, and presentations, visits to cutting edge or stellar programs, and creation or radical revision of courses.	<ul style="list-style-type: none"> • All proposals will be evaluated on the thoroughness of responses. You should explain in detail how the proposed experience (conference, workshop, travel) will improve your teaching. • All things being equal, priority will be given to faculty who have not received Kenan funding in the last 3 years. 	Kenan funds may be used for registration, food, travel, lodging, and materials.
<i>Research Awards</i> (college operating funds)	To support research and creative endeavors that may or may not be related to teaching responsibilities.	<ul style="list-style-type: none"> • Direct research expenses will receive the highest priority. • Selection will be made in relation to institutional purposes and to continuing research potential. 	Equipment is fundable; equipment and books become property of Guilford College; priority is given to equipment with subsequent use. [Note: This is a very small fund with a total of only \$1,500]
<i>Van-Leer Campbell Junior Faculty Funds</i> (endowment)	To support research and teaching projects for new and early career professors and tenure-track professors before the tenure decision.	<ul style="list-style-type: none"> • These funds may be used for start-up expenses for teaching or research (e.g., materials or equipment) or travel to professional workshops or 	Maximum of \$1000 annually

		conferences (regardless of whether the faculty member is presenting). Note: The Provost's office determines any specific start-up award but Campbell funds may be utilized for these expenses.	
<i>Study Leave Awards</i> (drawn from Kenan funds)	To support projects during a faculty member's study leave.	<ul style="list-style-type: none"> • Faculty have access to these funds during their semester or year-long study leave. • The funds may be used for expenses related to the faculty member's leave, such as professional travel, teaching or research materials, research expenses, conference attendance, and tuition for continuing education. 	Maximum of \$1000
<i>Keiser-Stoneburner Endowment Fund</i> (endowment)	To foster interdisciplinarity, team-teaching, and faculty dialogue across departments.	<ul style="list-style-type: none"> • Faculty may apply for expenses related to all areas supported by the fund. • Expenses may include course/program development, stipends, conferences, mini-retreat expenses, course materials, etc. 	This fund typically allows for 10-12 awards of up to \$1,000 per year. Larger awards may be granted at the discretion of the Faculty Development Committee and the Provost's Office.
<i>CPPSET Teaching, Research, and Project Grants</i> (Faculty and Staff)	These grants are funded by the PPS endowment and are eligible to support a wide range of activities that support the Center's broad goal of engaging significant problems in ways that	The application for this grant is found here and can be accessed through the CPPSET web site's Grants Application Page.	Grants are typically limited to no more than \$2,000. Individuals may receive no more than \$3,000 in an academic year. Larger awards for

	engage one or more of the College's Core Values –Community, Diversity, Equality, Excellence, Integrity, Justice, and Stewardship. The Center encourages work that utilizes a solutions thinking approach similar to the PPS framework and model or that advances the college's focus on Ethical Leadership. See the application for further details of what kinds of efforts can be funded with these grants.		larger or extended projects may be available depending on funding and the discretion of CPPSET staff.
<i>CPPSET Events and Sponsorship Grants</i> (Faculty, Students, Staff)	The Center's PPS Endowment supports the awarding of grants for individuals, groups, departments, or programs for events that promote the priorities of the Center. These range from the hosting of a lecture to extended seminars to advance relevant pedagogical practices to campus events to advance a particular cause.	The application for this grant is found here and can be accessed through the CPPSET web site's Grants Application Page.	CPPSET Events and Sponsorship Grants are typically limited to no more than \$1,000 but additional funds may be available for large or continuing efforts well-aligned with the Center's priorities.

*****Please note that CPPSET has extended the Ethical Leadership White Paper award program through the 2024-2025 academic year. Faculty are invited to help Guilford define Ethical Leadership as it specifically relates to their academic disciplines and interests as the college develops this new scholarship and curricular effort. A \$1,000 payment is provided to those that apply for the program and develop the required "white paper". Please contact Amanda Szabo-Huff (aszabo@guilford.edu) if you are interested in participating in this effort.

IMPORTANT NOTES:

- After receiving the approval letter from the Faculty Development Committee or CPPSET staff, the faculty who gets the approval needs to fill out a Spend Authorization request on their Workday. The Spend Authorization request needs to be approved by budget managers before the faculty takes a trip or uses the fund. After the trip/project, faculty must fill out the Expense Report form on Workday and attach itemized receipts to get reimbursement. The old Travel Request form is no longer needed in this process.
- While faculty might book airfare and lodging directly with the airline or hotel, the Finance Office strongly prefers you make refundable bookings through Mardy Murray at A Way to Go Travel at (336) 855-0060 or [<MMurray@awaytogotravel.com>](mailto:MMurray@awaytogotravel.com). By using Mardy, faculty should not need to do a reimbursement. If you use another travel agency for your booking, please get in touch with Finance (Tracy Hall, thall2@guilford.edu) and get their pre-approval for using that agency.
- If you want to avoid using your own funds for approved travel-related expenses, please apply for a Travel Card by contacting Tracy Hall (thall2@guilford.edu). Your approved amount will be pre-loaded to your Travel Card to cover travel-related expenses. Following your travel, the card will be deactivated. YOU SHOULD STILL KEEP TRACK OF YOUR RECEIPTS. Please read the [Travel/Expenses Guidelines](#) for more information. The waiting period to get a Travel Card might vary based on the situation.