

**APSCUF Professional Development Funds Award
Guidelines for Submission
Due: March 17, 2010**

EUP APSCUF has provided scholarships to EUP APSCUF members for research or travel to present papers / workshops at scholarly conferences each semester since Spring 2008. This semester, Spring 2010, there are funds to provide three scholarships in the amount of \$600 each. Coaches and faculty, both teaching and non-teaching, from all disciplines are invited to submit proposals. This award is not intended to be retroactive to previous semesters. To be eligible for this award, professional development activities must occur within the current semester (since January 2010), or later.

Guidelines for Applications:

- 1) Identify your name, title of your proposal, and your departmental affiliation.
- 2) Identify the date of the conference presentation or deadline for the completion of the project.
- 3) Describe your proposed activity, including its significance to your discipline and projected outcomes. You may also include a copy of the conference proposal as part of your supporting documents.
- 4) Describe how this proposed activity contributes to your own professional development.
- 5) A budget or summary of expected expenses must be included. Identify any other funding sources to which you have applied or have been approved for this proposed activity.
- 6) Include relevant supporting documents:
 - a. If your proposal relates to a conference presentation, include a copy of the acceptance letter to the conference and/or a copy of the program highlighting your name and title of your presentation.
 - b. If you have made arrangements to conduct research at another university/archives, etc, you must include a copy of the "invitation."
- 7) Proposal should be 3-4 pages, double-spaced, in length (not including any supporting documents).
- 8) Proposal must be submitted in the order outlined in 1) to 6), above.
- 9) Submit 5 copies of the proposal
- 10) Past recipients must wait a year before applying for another award.
- 11) Final Report: Following completion of the funded activity, a brief, one page report should be submitted to EUP APSCUF.

Proposal Checklist:

- Your name/departmental affiliation and the title of the proposal/paper/workshop
- Date of the conference presentation or deadline for project completion
- Description of the proposed activity
- Contribution to your professional development
- Budget or expected expenses (NOTE: Receipts must be submitted to EUP APSCUF within two weeks of completion of the project.)
- Copy of relevant supporting documents, such as the acceptance letter/invitation and/or conference program.

Submit 5 copies of the complete application by March 17, 2010, to:

APSCUF
109 Centennial Hall
Edinboro University

APSCUF Professional Development Funds Committee

4 members: 1 from each school and 1 from nonteaching faculty/coaches