



The American University of Kurdistan AUK Professional Development Grants

Policy Number: HR017
Effective Date: November 13, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** AUK Professional Development Grants are designed to provide individual faculty and academic staff members with funding to carry out projects in the categories of instructional or professional development
- c. **Scope:** All full time faculty and academic staff with an employment contract and at least one year of working experience at AUK

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Provost
- c. **Responsible Office:** Office of the Provost
- d. **Policy Contact:** Provost

III. POLICY STATEMENT

The number of grants awarded is determined by the fiscal year budget allocation. When appropriate, applicants may be asked to accept reduced funding for their projects. New initiatives are favored as opposed to ongoing or continuing projects, and small grants are favored so that a larger number of faculty and academic staff members can be involved.

Funds may be used for materials, services (including undergraduate assistants), and travel and/or publication expenses directly related to the project. Miscellaneous office supplies and stipends for faculty/academic staff generally are NOT supported. All expenditures must be made in accordance with AUK procurement policies and must meet University deadlines for encumbrance and payment within the fiscal year of the grant. Applicants are encouraged to use multiple sources of funding for their projects.

Awards may help to defray the costs of presenting at international professional conferences. Funding is for applicants who will present at a conference in the same academic year. Applications for funding for conferences occurring June through August will be submitted along with spring semester applications. Funds may be used to defray presentation costs including: a) conference registration fee, b) travel expenses, c) lodging and d) food (see Conference Presentation Grant Application Form). Again, stipends for faculty and academic staff and miscellaneous office supplies are not supported by this grant

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IV. POLICY PROCEDURES

Eligibility: All full time faculty and academic staff with an employment contract and at least one year of working experience at AUK are eligible to apply for project and conference presentation grants. The professional development opportunity must be directly related to the faculty and academic staff member's professional role at AUK. Adjunct faculty can also apply for publication fees for scholarly published journals when the AUK affiliation is included.

Application procedures: A call for applications is sent to all faculty and academic staff during the first week in August for fall semester funding and first week of January for spring and summer semester funding. The application deadlines are August 25 and January 25 respectively. An electronic copy of the application must be submitted to the Academic Professional Development Committee (APDC). Please note that projects involving the use of humans as participants in research must be approved by the AUK Institutional Review Board before the proposal is submitted.

It is the intent of the University to support as many projects as possible. As funds are limited, not all projects will be funded to the limit requested. Again, depending on the volume of proposals received and the merit of the project (specifically, the benefit to AUK), proposals may be funded at 100%, 75%, 50% or less. Proposals for over \$3000 will not be considered.

The application includes the following elements:

- Specification of category (instructional development or professional development)
- Title
- Statement of objectives
- Brief description of activities with timeline
- Statement of impact on applicant's professional development
- Statement of benefit to AUK
- Itemized budget
- For a conference presentation grant, documentation of presentation acceptance (a copy of the acceptance letter and/or commitment to have the paper published in the proceedings)
- For a publication grant, documentation of acceptance of manuscript for publication

In the event that residual funds are available, an additional call for applications may be made later in the spring semester. Applicants are notified of the committee's decision within a few weeks after the application deadline.

Selection procedures and criteria: The APDC which is comprised of academic staff members and members including the Provost, and representatives of HR and Finance; they are to be appointed by the President. The Committee reviews applications and selects proposals for grant funding. Committee members who have submitted applications must recuse themselves from participation that semester. When necessary and to achieve a sufficient number of evaluators and/or to provide expertise, the President may appoint additional faculty and academic staff members to be involved in the review and selection process. Criteria for selection include:

- Potential for impact on applicant's professional development
- Benefit to AUK
- Clarity of proposal
- Appropriateness of budget for project objectives
- Performance on previous professional development grants
- Time elapsed since last professional development grant
- Relationship of grant outcomes to university/program mission, strategic goals and objectives
- Potential for generating a grant proposal for external funding

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent professional development grants.

Note: Awards are valid only for the project/conference outlined in the grant application. If the event is cancelled or if the awardee cannot attend due to a personal or professional issue, the award is forfeited. Awards are not transferable to other projects/conferences.

Budget procedures: AUK procurement procedures must be followed for all expenditures. Grantees will be given specific information regarding procedures for using funds.

Project report: Upon completion of the project, a final report must be submitted to the Provost's Office. The final report should include a summary of project activities outlining the achievement of objectives, contribution to the professional development of the faculty and academic staff member, and benefit to AUK. Faculty and academic staff members are not eligible for subsequent faculty development funds if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of the Provost. Grantees may be asked to present a summary of the project to the University community upon completion.

V. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 13, 2022

AUK ACADEMIC PROFESSIONAL DEVELOPMENT COMMITTEE

PROJECT GRANT APPLICATION

Date:

Name:

Academic Program/College:

Email:

Category: Instructional Development
 Professional Development

Project Title:

Objectives:

Brief Description of Activities with Timeline: *(Please be concise.)*

Statement of Benefit to AUK:

Itemized Budget:

AUK ACADEMIC PROFESSIONAL DEVELOPMENT COMMITTEE

CONFERENCE PRESENTATION GRANT APPLICATION

Date:

Name:

Academic Program/Administrative Unit:

Office Phone:

Email:

Are you a faculty or academic staff member? Yes No

Are you planning to return to AUK next academic year? Yes No

Presentation Title:

Name of Conference:

City, Country Where Conference to be Held:

Dates of Conference:

Date of Presentation:

Statement of Impact of Conference Presentation on Your Professional Development:

Statement of Benefit to AUK:

Conference Presentation Expenditures:

	<u>Amount</u>
1. Conference Registration	\$ <input type="text"/>
2. Travel Expenses to and from Conference	
a) Plane	\$ <input type="text"/>
b) Train	\$ <input type="text"/>
c) Taxi	\$ <input type="text"/>
d) Rental Car	\$ <input type="text"/>
3. Lodging	
Hotel \$___/night x ___ no. of nights	\$ <input type="text"/>
4. Food	
\$___/day x ___ no. of days (refer to current per diem rate)	\$ <input type="text"/>
5. Miscellaneous	
a) Parking at Hotel	\$ <input type="text"/>
b) Other (Explain)	\$ <input type="text"/>
c) Other (Explain)	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

Less Reimbursed, Already Received, and/or
Encumbered/Allotted

\$

TOTAL REIMBURSEMENT REQUESTED

\$

If you have already received a pledge for reimbursement for the conference (e.g. from grants or college) and/or money has already been encumbered/allotted, please delineate each source and amount of monies pledged/received.

1. Source:	\$
2. Source:	\$
3. Source:	\$