



RCHSS Internal Funding: Professional Development Fund for Lecturers & Senior Lecturers

OVERVIEW

- Eligibility: RCHSS full-time Lecturers or Senior Lecturers
- Funding: Up to \$750 max for travel. Larger awards might be possible if they advance college Roadmap priorities.
- Focus: Funding for professional development activities.
- Application: Proposals received by September 15 will receive priority consideration. Applications accepted from September 1 – February 1, 2024 (subject to available funding)

PROGRAM PURPOSE

The RCHSS Professional Development Fund for Lecturers and Senior Lectures provides funds to support the professional development goals of faculty. The funds can be used to attend a conference or participate in a workshop, webinar, or other justifiable, well-documented professional, instructional, and student success activities.

ELIGIBILITY

- Applicants must hold the rank of Lecturer or Senior Lecturer in RCHSS.
- Preference will be given to faculty who have not recently received support from this program.
- There is a limit of one (1) award per faculty member per fiscal year.

ALLOWABLE EXPENSES & LIMITATIONS

- Allowable expenses include *inter alia* travel to undertake research (e.g., libraries, archives, archeological sites); to present research; to engage in professional development activity; to purchase items that have clear professional, instructional, or student success goals.
- Funds for travel are limited to coach/economy round-trip airfare. Airfare must be purchased at least three (3) weeks in advance to any place in the continental United States. Travel outside the U.S. is not supported.
- Funds may support one (1) night's lodging and per diem in accordance with USG travel policy.
- Funds must be expended – and expensed – during the fiscal year in which they are awarded and must adhere to RCHSS year-end purchasing deadlines.
- Funds cannot be used for salary support or to offload teaching.

NOTE: Funds must be expensed during the fiscal year and must observe RCHSS year-end purchasing deadlines. RCHSS plans its annual budget sweep for March 31, 2024. All award funds not encumbered by that date will revert to the college.

APPLICATION PROCEDURE

An application is comprised of two (2) items:

1. A completed application form (see below).
2. A brief letter of support from department chair/school director.

Applications involving travel should be submitted *at least* five (5) weeks in advance of the departure date.

Applications should be submitted as email attachments to RCHSSResearch@kennesaw.edu. The subject line should read "RCHSS Lecturers Professional Development Fund".

NOTE: Awards will be made on a rolling basis and will be offered until the available funding has been exhausted.



**RGSS Internal Funding:
Professional Development Fund for
Lecturers & Senior Lecturers**

Name:

Rank:

KSU ID:

Email:

School/Department:

Director/Chair:

Amount Requested:

RATIONALE (200 words max):

DETAILED BUDGET (budget items w/ cost estimates):