

# FACULTY SCHOLARSHIP PROPOSAL

Valdosta State University

Funding Category C. Professional Presentation

**General Information:** Scholarships in this category are designated for faculty members that have a paper, presentation, or artistic work accepted at a professional meeting or conference.

## Awards:

- ◆ In the case of co-authored presentations only one award can be received.
- ◆ The maximum amount faculty may receive per fiscal year across all three Faculty Scholarships (Professional Presentation, Instructional Improvement, and Course/Curriculum Development) is \$1,000.

## Submission Policy:

- All completed applications, along with required documents, must be submitted together via DocuSign, following the routing instructions on the application form. Deadlines are listed on the FSRC website. Submissions by email will not be accepted.
- Applications are date-stamped upon receipt, and if approved, funding is awarded in the order in which applications are received.
- Proposals submitted AFTER travel will NOT be accepted. No Exceptions.

## Required Application Materials:

- Funds are limited and may be depleted early in the academic year; therefore, it is advisable to submit a strong proposal as early as possible.
  - Submit a completed application with all areas completed (all boxes filled).
  - Clearly describe the activity, keeping in mind that reviewers may not be familiar with your specific field or discipline.
  - Submit a letter of acceptance and/or a published program with your name & activity highlighted

**Applicants who receive a denial must submit a new, complete proposal during the next application cycle for reconsideration.**

## Key Points to Keep in Mind When Completing Your Application:

- Use the correct application form. Submissions on outdated or incorrect forms will not be considered.
- Complete all sections thoroughly. Ensure every field is filled out and all questions are answered.
- Provide enough detail. Clearly explain the activity and its purpose, remembering that reviewers may not be familiar with your field or discipline.
- Demonstrate alignment with funding criteria. Be specific about how your activity meets the goals of the Faculty Scholarship program.
- Include all required documentation. This may include a letter of acceptance or conference program with presenter's name & activity highlighted

- Given the nature of the committee, not all academic disciplines are represented. Consequently, certain terms used in past applications have occasionally caused confusion about whether the activity qualifies as a "presentation" within the intended definition. To assist applicants, below are examples of terms that have sometimes led to uncertainty. Therefore, it is essential that each applicant clearly define and explain their role in the event and how it aligns with the criteria for the funding category—such as presenting a paper, poster, or artistic work.

Examples of terms that may cause confusion:

- Chair
- Reviewer
- Judge
- Juror
- Panel organizer/chair
- Moderating
- Conference organizer
- Adjudicate

### **Travel:**

- It is the responsibility of the faculty to review all travel policies and adhere to these in order to receive funding. Please see VSU Travel Procedure Webpage.
- **\*\*Do not submit a Request to Travel** that includes Faculty Scholarship until you have an award letter.
- When completing expense reports refer to your faculty scholarship detailed award letter
- **\*\*Expense Reports (eReports) should be initiated no later than 60 days from return of travel**

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Funding Category C. Professional Presentation  
Application

Name:		Date:
Current Title:	Department:	
Email Address:	Phone:	
Dates of Travel:	Location of Event:	

Description of proposed activity (include nature of the work to be conducted)	
Presentation title	
List any co-authors, if none indicate NA. (Include each individual's title, affiliation, indicate if they will be attending)	
Outcome of activity Describe specifically how the activity will assist faculty growth & development	
Indicate if you have received any funding from FSRC during the current academic year. If yes, how much?	

Budget (Enumerate costs and describe nature of the costs to be incurred)	1. Transportation Cost	
	2. Automobile Rental	
	3. Registration Fees	
	4. Hotel	
	5. Meals	
	6. Ground Transportation (taxi, etc.)	
	7. Other (parking, phone, etc.)	
	Total Cost	
Indicate if you have any other funding. If yes, explain how much and from what funding source.		
Amount of grant requested (Maximum award for each fiscal year \$1000.00)		
Completed Application Checklist	<p><b>Each Item must be complete otherwise your application will not be reviewed by the committee.</b></p> <ol style="list-style-type: none"> <li>Provides a completed application (no blank boxes)</li> <li>All essential documentation has been included (a document (email/letter indicating acceptance to present at a meeting or conference or a published program)</li> <li>Submit all materials (application and required documents) via DocuSign</li> </ol>	
<b>By Signing this document, you agree to the following:</b>	<p><b>1. Submit your expense report within 60 days of your return from travel. Failure to Submit within 60 days of your return may result in no reimbursement</b></p>	
All Signatures must be completed for this proposal to be considered		
Applicant:		Date:
Department Head:		Date:
Dean/Director:		Date:
Proposal submissions Instructions	<p style="text-align: center;">Submit via DocuSign and route as follows:</p> <ol style="list-style-type: none"> <li>Applicant (signature)</li> <li>Department Head (signature)</li> <li>Dean/Director (signature)</li> <li>Mrs. Monica Close (receives a copy only)</li> </ol>	
Any publicity of the granted activity should mention funding from the office of faculty scholarship		