

July 24, 2009

To: LA&S Faculty and Professional Staff
FROM: Gwen Havranek, Director, Business Operations, LA&S
RE: LA&S Research and Professional Development Funds: 2009-10

LA&S Research and Professional Development funds will again this year remain as a centralized function administered by the Dean's Office. However, due to the budget situation, the per faculty allowance has been reduced from last year. Please also note that there will be limited funding available to support requests beyond the base allocations indicated below.

The following outlines the guidelines and procedures to access funds:

Funding Levels/Eligibility

Tenured and tenure track faculty, and lecturers are eligible for funding at the following rates:

Tenured: \$800/academic year/1.0 FTE

Tenure Track: \$1000/academic year/1.0 FTE

Lecturer: \$500/academic year/1.0 FTE

You may apply this allocation to one or more activities during the current academic year. It is expected that applicants who request funds in support of conference travel will be on the conference program. Chairs should confirm this before signing. Requests (including support for research projects) that deviate from these basic criteria will be forwarded to the Dean and considered on a case-by-case basis. Chairs must first sign off on all requests and indicate the amount of department summer or other alternative funding if applicable.

Application Procedure

1.) Complete the "LA&S Research & Professional Development Funds Request" form available at :

www.newpaltz.edu/collegelas/profdevformrev72009.pdf.

Applications for both fall and spring activities should be **submitted by the mid-point** of the respective semester, or sooner if travel occurs earlier than the mid-point.

2.) If travel is requested, complete a travel requisition, including a copy of the conference announcement (not conference program) that indicates the sponsoring organization, dates and location of the conference. Department chairs should instruct secretaries to assist faculty in preparing these forms.

Questions regarding travel policies and procedures can be directed to the Travel Coordinator in the campus Procurement/Purchasing Office. Submit your complete application to the Dean's Office. No travel requisitions should be submitted to Purchasing prior to being approved in the Dean's Office. **All requests must be submitted prior to undertaking travel or any other activity.**

Review Process

Dean's Office staff will review each application for completeness and compliance with stated guidelines. If additional information is required, the application will be returned with a request for such.

Notification of Award

After the application is reviewed for completeness, both the applicant and the applicant's department chair will receive notification of approval which will indicate level of support, and a copy of the travel requisition, if applicable. Keep this notification for your records.

Reimbursement Process

Upon completion of travel submit either a completed travel or standard voucher for reimbursement of approved expenses. **Vouchers require original receipts** for all expenses. Although meals do not require receipts it is up to the discretion of the traveler to submit receipted meal expenses. Submitting receipted meal expenses (note: only breakfast and dinner are reimbursable). This may reduce your current expense and free up funds to put toward future travel or other professional development expense. All other receipts need to show method of payment and a "0" balance. Receipts for lodging and transportation also need to show your name.

If you are purchasing an item, submit a completed purchase requisition. Reimbursement for after-the-fact purchases to individuals are not made.

Submit these forms to the Dean's Office for review. If information is complete the voucher will be forwarded to Accounts Payable for processing. If additional information or clarification is needed, the Dean's Office will contact you.

The Dean's Office does not determine actual reimbursement rates. This determination is made by the Account's Payable Office. Therefore, the amount submitted on the voucher may differ from the amount you are reimbursed. If there is a discrepancy between these amounts, you should contact the Accounts Payable Office for an explanation.

Other Funding Sources

Faculty are encouraged to seek funding for scholarly activity from the full range of sources available. Other sources include:

- department summer funds-grants (Sponsored Programs)
- Research and Creative Projects Program (Provost)
- UUP union programs

Additional information regarding the above programs can be obtained via the SUNY New Paltz web page or from your department chair.