

August 23, 2007

TO: LA&S Faculty and Staff
FROM: Gwen Havranek, Director, Business Operations, LA&S
RE: LA&S Research and Professional Development Funds

The Dean's Office will again offer limited funding beyond departmental base allocations to support faculty and staff research and professional development activities. We strongly encourage faculty and staff to apply for funds to support activities that may qualify.

In order to be considered for funds, the attached "LA&S Research and Professional Development Funds" form must be completed and submitted to the Dean's Office for review prior to undertaking an activity. Completion of this form helps assure equity in the distribution of funds.

The most recent version of the form (revised 8/07) is attached. This form is also available online at www.newpaltz.edu/collegelas/profdevfundsrequest.pdf. Discard any earlier versions you may have on file as requests submitted on old versions will be returned unprocessed.

All requests should include a complete request form, with relevant supporting documentation attached. Submit your application to the Dean's Office in advance of undertaking a particular activity and at least 2-4 weeks in advance of any proposed travel. Each activity must be submitted on its own form.

All requests must have both the requestor's and department chair's signature. Department chair authorization is an affirmation of the scholarly nature of the proposed activity and, if appropriate, the professional legitimacy of the venue in which it will occur. Department chair authorization also implies that, if applicable, appropriate coverage for missed classroom instruction time has been arranged. Classes may not be covered by students or general library assignments.

When determining awards, the Dean's Office considers whether alternative funding sources have been pursued to support your request. These may include but are not limited to departmental support, UUP/Individual Development, Drescher or other labor/management sponsorship, Research and Creative Projects awards and/or external grand funding. (Please refer to the "LA&S Fact Sheet" for more funding source information.) The Dean expects a recipient of support for conference attendance to be on the program as a presenter. Additionally, it should not be assumed that conference awards will cover expenses for the full duration of a conference; the amount of an award is based in part on the specific day and time a presentation is scheduled. Consideration is also given to the travel time needed to address differences in time zones that may exist.

It is important to recognize that **submission of requests in advance** allows complete and thorough review of proposals. It also allows an accurate estimate of the degree of financial assistance that you may expect to defray costs you may incur. As a general rule, expenses submitted after-the-fact will not be considered for reimbursement.

GH/nr

attachment

c: Dean Benjamin
LA&S Department Secretaries