Guidelines for Professional and Organizational Development (POD) Grant Proposal for Faculty

1. All proposals must be completely and correctly filled out

2. When filling out the proposal form, only one person per proposal should be listed (exception: if more than one person attends the same event at the same registration rate a list of attendees may be attached to the main proposal).

3. Travel amounts and sources of other funding MUST be stated on the POD proposal

4. Supervisor MUST sign and include a justification statement on the form

5. All supporting documentation must be included (time, date, location, registration fees of the event, and travel form).

6. POD travel funds may be used for travel expenses as allowed by college policy on the Professional Travel and Development Leave form. Only one proposal that includes travel expenses will be funded per faculty member per year. A maximum of $1000.00 for travel expenses may be approved per faculty member per submission.

7. POD registration funds may be used for more than one POD proposal per year per faculty member.

8. POD funds do not pay for certification tests or CEU credits unless included in registration.

9. An employee who is not paid by DMC (i.e.: grant-funded employee) is not eligible for POD funding.

10. Proposals may not be submitted for grant projects (i.e.: NSF, AIMS, GIS, etc. unless these are institutionalized projects OR there is proof that the event was not budgeted in the grant)

11. Priority of POD funding will be given to faculty or adjunct faculty who are not requesting funds to attend the same event each year. These recurring events should be funded with department funds.

12. Employee may request POD funding for an event or guest artist that has not been budgeted for payment with department funds.

13. Requests for guest artists/consultants must include POD proposal form, guest artist agreement, and a bio of the guest.

14. Upon occasion, POD grant funds may be used for registration in association with faculty grant funds (i.e.: faculty grant funds are not available to fund the registration portion of an event so POD grant funds may be used).

15. POD funding is not guaranteed if the requestor is presenting or performing at the event.

16. If proposal is not complete at the time it is reviewed, the committee has the option to request the missing item(s) and approve it once the Provost's office verifies that the item(s) have been received OR deny the proposal and ask the requestor to resubmit for the next month's review.

17. Event must be pertinent to activities, projects, and other career development projects and not for entertainment (i.e.: not to be used for entertainment or personal use such as attending theatrical productions, paying for certification tests, or performing for personal gain, etc.)

18. POD funding must be used for the intended purposes as approved.

19. Proposal must not be submitted for personal gain (ie: courses that lead to credit hours or to an individual's degree)