

## **Dean's Professional Development Grants College of Fine Arts (CFA)**

**Purpose:** Grants to provide funding for professional development opportunities.

**Eligibility:** Full-time CFA faculty.

**Award:** Up to \$2000 in reimbursement of expenses related to professional development opportunities; expenses that exceed \$2000 may be awarded at the discretion of the Dean. These grants can be used for workshops or conferences related to leadership; diversity, equity, and inclusion; or a faculty member's research, creative activity, and/or teaching. The grants are intended for reimbursing expenses that may include, but will not be limited to, travel (airfare, hotel, mileage, per diem, etc.) and/or registration for conferences or workshops, either in person or online.

### **Applications must include:**

- College of Fine Arts Grants Cover Sheet
- Project proposal (no more than 3 pages double-spaced) that explains
  - a description of the professional development opportunity and how it will benefit you
  - how this project will benefit your students, department/school, and/or the college
  - how this project will make use of resources beyond those regularly available at TCU
  - why the expenses included in the budget are necessary.
- Itemized budget
- Updated CV in TCU format

**Application Procedure:** Applications must be compiled as a single pdf and emailed to the Dean's Office ([t.rohrer@tcu.edu](mailto:t.rohrer@tcu.edu)). Proposals are due at the following times:

- Last Monday in August, for projects taking place during the current fiscal year
- Second Monday in November, for projects taking place during the current fiscal year
- First Monday in April, for projects beginning during the next fiscal year

### **Requirements:**

- A final project report must be sent to the Dean's Office and the appropriate department/school chair/director within 30 days of the conclusion of the project. The report should describe how the grant was used and the impact of the grant.
- All expenses and reimbursement forms for awards must be submitted within 30 days of the conclusion of the project and no later than the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.
- Any changes to the approved budget or scope of the project must be reviewed by the Associate Dean for Research and Faculty development and approved.
- Applicants may only apply to one CFA grant category in any given academic year (with the exception of the Programming Grants Supporting Diversity, Equity, and Inclusion)