



## Faculty Development Fund Request and Reimbursement Guidelines

Faculty interested in requesting a Faculty Development Award should follow the procedures outlined below. Please note that requests should be submitted at least 2 weeks in advance of the date of the program/event you wish to attend.

### Funding Guidelines

Indicated below are the funding guidelines associated with the Faculty Development Fund request process.

<b>Faculty Development Award Caps Per Request</b>	
<b>\$975</b>	Attendance or presentation at a major conference held beyond the 48 contiguous states and Canada
<b>\$775</b>	Attendance or presentation at a major conference held within 48 contiguous states or Canada
<b>Note: faculty may be reimbursed for up to a maximum of \$2100 in faculty development-related expenses within any fiscal year (July-June), based on the budget available for that year</b>	

### Submitting Your Request

- Requests for Faculty Development Funds should be submitted to Academic Affairs at least 2 weeks prior to the scheduled conference/workshop. Requests for funding submitted after the participant has already attended the event cannot be processed.
- The following must be submitted to the Division Chair:
  - A completed Faculty Development Request Form, that includes a proposed budget.
  - A statement indicating the significance of the Conference, Exhibition, Performance. You should describe the type of event you will be presenting at or attending and include the number and stature of participants where appropriate and any special function you will be performing.
  - A copy of the abstract that will be submitted to the conference organizers. The abstract should describe the significance (focus, methods, results, new knowledge generated, etc.) of the presentation.
  - Provide proof of participation. This can be in the form of a letter of acceptance, an actual page from the program, or e-mail notification. Presentations must clearly indicate the name of Marymount Manhattan as part of the program.
  - If you will be attending a Master Class, Short-Course, Workshop describe how this experience will impact your teaching effectiveness.
- Application Forms submitted without the above documentation cannot be reviewed
- Requests require a review by the Divisional Chair, Associate Vice-President for Academic Administration and the approval of the award by the Vice-President for Academic Affairs.

- You will be notified of the approval or denial of the application via email. A copy of your Request Form, indicating the award amount (if approved) will be forwarded to you as well.

### **Requesting a Cash Advance**

- Requests for cash advances for Faculty Development Awards must be submitted along with the request form.
- These requests must be received at least ten (10) business days prior to the date of the event you will be attending.
- The maximum advance possible is \$500.
- Cash advances will be available the week prior to the conference/workshop.

### **Requesting Reimbursement for Faculty Development Award Expenses**

In order to receive reimbursement for your approved Faculty Development Award you must:

- Submit all original receipts (airline tickets, train tickets, cab receipts etc) using the Marymount Manhattan approved Expense Report Form.
- The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
- You can only be reimbursed for the actual receipts submitted to us as follows:
  - If your receipts are under the amount awarded, you will only be reimbursed for actual total of the receipts only.
  - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the approved amount of the award.
- You must attach a copy of your Request Form, indicating your award to the Expense Report Form.
- Expense Reports submitted after the close of the fiscal year within which the expenses were incurred, cannot be reimbursed.