



## CITI Professional Development Grant Application

CITI Professional Development Grants help to support select teaching and learning projects by faculty and/or for faculty attending teaching and learning- focused conferences, workshops, seminars, symposiums, and meetings. Please view the guidelines for development grants on the CITI website or clicking [here](#). There are two types of Professional Development Grants: 1. Teaching and Learning Project Development 2. Travel Support

***\*Please read and follow all directions. The grant review team are highly inclined to deny incomplete or incorrect application packets.***

### **Grant Due Dates:**

**Travel Support Grants-** Fall -October 31<sup>st</sup> |Spring- February 28<sup>th</sup>

**Teaching and Learning Project Development-** Fall- November 15<sup>th</sup> |Spring- April 15<sup>th</sup>

**Name of Applicant:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

### **Select the type of professional development grant:**

\_\_\_\_\_ Teaching and Learning Project (*Maximum amount \$2000*)

\_\_\_\_\_ Travel Support (*Maximum amount \$1500*)

**Directions:** All applicants for the CITI Professional Development Grants must provide the following in their packets: Incomplete packets will not be considered for review.

- **CITI Professional Development Grant Application** (*this form completed and with appropriate signatures*)
- A formal **Proposal** stating how this grant will provide teaching and learning development for you as a faculty member at WSSU and have a direct impact on student learning and success at WSSU. (*Minimum 1 page; maximum 4 pages*) *Specific requirements for the proposal are included on the guidelines page on the CITI website or by clicking [HERE](#)*
- A Completed and signed **budget worksheet** (*see pages 2-3*) (*next page*)

Please select the correct budget sheet for the type of grant that you are applying.

**Budget Worksheet for a Teaching and Learning Project Grant**

**Teaching and Learning Request:** *If completing a request for a travel grant, leave this section blank.*

**Project Title:** \_\_\_\_\_

**Principal Developer or Faculty Member:** \_\_\_\_\_

**Additional Support Names/Titles:** \_\_\_\_\_

**Academic Term and Year:** \_\_\_\_\_ (Fall, Spring, Summer)

<b>Type of Funding</b>	<b>Location and Dates</b>	<b>Cost or Amount</b>	<b>Any funds from other sources (Personal, dept., external grant funds, etc.) if none, list 0</b>	<b>Total (minus any funds from other sources)</b>
Workshop or Training				
External Consultant Fees				
Support personnel ( <i>work study student</i> )				
Other participant Support				
Software				
Office supplies/Copies				
Postage				
Key Materials or Supplies				
Stipend ( <i>this is for projects that require a significant amount of planning and development</i> )				
Other ( <i>be specific</i> )				
<b>Total Amount of Request-----?</b>				

*\*For reimbursement, all receipts must be turned in to CITI.*

**Travel Request Budget Worksheet:** *If completing a request for teaching and learning, leave this section blank.*

Type of Funding	Location and Dates	Cost or Amount	Any funds from other sources (Personal, dept., external grant funds, etc.) if none, list 0	Total (minus any funds from other sources in the previous column)
Conference or Workshop				
Registration Fee				
Lodging				
Meals (Use WSSU per diem amounts)				
Materials				
Mileage –if using personal car ( use WSSU mileage rate)				
Airfare, Bus, Train				
Other (be specific)				
<b>Total Amount of Request-----?</b>				

*\*For reimbursement, all receipts must be turned in to CITI.*

Signature of Primary Applicant: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature of Department Chair or Primary Supervisor: \_\_\_\_\_

Signature of any additional Applicants named in the application: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Grant Award Recipients are notified by email as soon as a decision is made.**

*If you have any questions about the application or contents of the complete packet, please call or email CITI- ext. 8723 or [citi@wssu.edu](mailto:citi@wssu.edu)*