



## **PROFESSIONAL DEVELOPMENT GRANTS PROGRAM**

### **COLLEGE OF EDUCATION Office of the Associate Dean for Professional Development and External Affairs**

The College of Education is committed to providing \$100,000 annually to support and encourage the development of strong programs of research and creative scholarship by faculty members throughout the College through its Professional Development Grants Program. This program will continue contingent upon the availability of funding and subject to periodic review of its effectiveness in meeting stated goals.

### **GENERAL GUIDELINES**

#### **Purpose**

The Associate Dean for Professional Development and External Affairs (ADPDEA) solicits proposals from members of the College of Education faculty for financial support of research projects through the Professional Development Grants (PDG) Program. Although the quality and significance of the work proposed are of paramount importance, special consideration will also be given to other factors relevant to the college-wide nature of the program. In this sense, grants may be considered "seed money" in that they should lead to the growth and development of continuing programs of research and scholarship. Longer-term support should be sought from external sources.

#### **Eligibility**

Submission of proposals for PDGs is limited to full-time tenure track faculty in the College of Education unless otherwise specifically stated in the guidelines for the specific grant. Each team proposal must have a project director who is expected to play a significant role in project development and implementation. (Temporary, visiting, adjunct, or part-time faculty members are not eligible, nor are pre- and postdoctoral research associates.)

Only one proposal may be submitted by any eligible individual for funding consideration at the same time. If appropriate, proposals may be submitted jointly by more than one individual, but no individual may serve as applicant on more than one project, whether joint or single. No proposal may be submitted by an applicant who has an active Professional Development Grant (i.e., a grant for which a final report has not been submitted). Faculty members who are awarded a PDG may not apply for the same specific award in the same calendar year under any circumstances.

It is expected that those who receive a Professional Development Grant will continue to meet the eligibility requirements as regular faculty. Any grant recipient who, because of resignation, dismissal, non-renewal, or any other reason, fails to remain eligible as defined above at least through May 15th of the award year may be required to return the grant.

#### **Funding**

In general, limited overall funding of the PDG program dictates that proposals with large budgets must have strong justification to receive high priority. Funds are not intended as a source of continuing support for an ongoing program, nor should they be viewed as an alternative source of funds for programs already developed to a level that normally would justify support from external agencies. Neither should

they provide "matching" funds, where such funds are required as part of an external proposal or travel funds to attend regular professional meetings. Further, as a condition of accepting an award, the grantee must promptly notify the Office of the Associate Dean for Professional Development and External Affairs if external funding is subsequently obtained to support any of the items requested in the proposal.

### **Format**

All proposals should be prepared using Microsoft Word, single-spaced, using 12-point type and 1 inch margins and adhere to page limitations of the specific grants program. Proposals must conform to the specific format, with sections presented in the prescribed order, or they will be returned for revision prior to further review.

### **Timelines**

Grants will ordinarily be made for use during a period not to exceed 12 months from the time of the award. Proposals may be submitted for projects requiring a longer period, but the award of funds will require strong justification for the additional time and will be contingent upon a successful review and approval of progress made during the first year of work.

### **Submission Deadlines**

One hard copy of the proposal including the signed cover page and all appendixes should be submitted to the Associate Dean for Professional Development and External Affairs by May 15 for awards to be announced by Jul 1 and by December 15 for awards to be announced by February 1. Staple proposals in the upper left hand corner only; do not use binders or plastic covers. An electronic copy of the proposal should accompany the hard copy. Proposals submitted after the deadline will be considered as funds are available.

### **Review**

All proposals will be peer reviewed by subcommittees comprised of faculty who are familiar with funded research and the relevant disciplines represented within the College. The recommendations of these subcommittees are forwarded to the Associate Dean for final funding decisions. In preparing proposals for specific grants, an applicant should remember that these review committees cannot include specialists in every field. It is very important, therefore, that proposals communicate the significance of the work to scholars from other disciplines, as well as provide enough detail to permit technical evaluation by those more familiar with the area.

Reviewers serve their colleagues on a voluntary basis, and it is imperative that proposals be submitted in a format that does not make inordinate demands on their time. For this reason, limitations on both length and style have been established and will be enforced. The format requirements for proposals given in the guidelines for each program are written with these restrictions in mind and it is essential that proposals follow them as closely as possible.

"Pilot studies" opening a new area of research will have an advantage over proposals to continue an already well-developed program. Similarly, a proposal in a field where extramural support is very limited may receive a degree of preference relative to one that appears ready to compete effectively in an area that is well-funded externally. Where such factors are relevant, the proposal must make them clear. Reviewers will take into account the nature and number of exemplary projects that can be awarded with available funds and may offer partial funding for selected projects.

Among the major points that reviewers will consider, are:

1. General:
  - a. Does the proposal communicate the importance of the work and the enthusiasm of the applicant?
  - b. Have the proposal format guidelines been followed correctly?
2. Significance:
  - a. Is the importance of the project within its field made clear?
  - b. Is the field one that is, or should be, within the scope of the College's research, instructional, and/or service programs?
  - c. Is the project significant to the development of a program of scholarly activity (i.e., teaching, research, and service) by the applicant?
  - d. What is the likely impact completion of the project will have upon program, department, and/or College strategic priorities?
3. Project Design:
  - a. Is the purpose clear, are the objectives clearly defined, and is the basic question to be answered clearly identified?
  - b. Are all necessary facilities and/or resources available, excluding those specifically requested?
  - c. Does the applicant (or members of the project team) have the necessary background and expertise to complete the project?
  - d. Are project activities well planned, and do they realistically fall within an appropriate timetable?
  - e. Is the evaluation plan sufficiently detailed and appropriate to the proposed project?
4. Budget:
  - a. Have all items requested been clearly justified?
  - b. Is the amount requested reasonable and consistent with the total funding available to this specific grant program?
  - c. If equipment is requested, has the possibility that it is already available elsewhere on campus been explored?
  - d. If support for graduate students is requested, is it clear that their activities are essential to the applicant's research program?
  - e. Is there evidence of commitment and support from the requesting unit(s) for the project, including cost sharing?
5. Appropriateness to this specific professional development grants program:
  - a. Is the proposal consistent with the purposes of Professional Development Grants program to support and encourage the development of strong programs of research and creative scholarship by faculty members throughout the College?
  - b. Is the proposal consistent with the purposes of the specific grants program for which the proposal is submitted?
  - c. Will the proposed project increase the capacity of the applicant to develop a program of high quality research?
  - d. Will the proposed project lead to further funding from external sources if continued support is needed and normally available in this area of research?
  - e. Would it be more appropriate for this proposal to be submitted directly to an external sponsor?

**Reports**

Final reports for all projects must be submitted within 30 days following the conclusion of the funding period specified in the original award. Final reports should include information on publications, presentations, and grant proposals generated as a result of the grant and should be based upon the evaluation criteria in the original proposal. Progress reports for projects extending beyond one year will be required at the end of 12 months summarizing what has been accomplished during the grant period to that date. A final report will be required as specified above. All projects must also be available for quarterly reviews by representatives from the Office of the ADPDEA. Awardees who fail to file reports as specified above risk termination of the grant and loss of eligibility for further participation in the PDG Program.

**Acknowledgement**

Funds for the awarding of Professional Development Grants come from the College of Education and any publications resulting from the projects awarded should contain the following author's note: *This research was supported in part by funding from the Professional Development Grants Program of the College of Education, University of South Alabama.*

## RESEARCH INCENTIVE GRANTS Guidelines

### Purpose

The Research Incentive Grants (RIG) program is intended to support faculty members to engage in activities that show promise of advancing their research and scholarly activity.

### Priorities

Proposals that show the greatest promise of improving the applicant's capacity for engaging in a sustained program of high quality research and that are likely to enhance the grantee's prospects for securing external funding will receive the highest priority. Faculty whose proposed activities are both innovative and address departmental, College, and University strategic priorities are strongly encouraged. Faculty members with little previous experience in securing external funding are especially encouraged to apply.

### Awards

Ten thousand dollars have been budgeted for this program with up to ten awards of up to \$1,000 to be made annually.

### Use of Grant Funds

RIGs will provide support for travel costs, including subsistence, program registration, and materials that are essential to the conduct of the project. (This program does not support requests for equipment, salaries, or travel to professional meetings, even to report on activities supported by a RIG.)

### Format

Proposals must conform to the following format, in the order given:

1. **Cover Sheet:** The first page of each proposal must be the program cover sheet, completed according to its directions and signed by the applicant and department chairperson.
2. **Rationale:** Describe what you hope to accomplish, why it is important to your professional development, how it relates generally to research and scholarly activity in your field, and how participation would help to advance the applicant's research and scholarly activity.
3. **Professional Development Plan:** Provide a detailed description of what you propose to do, in what activities you will be engaged, and the timetable for completion of all development activities.
4. **Budget:** A detailed list of items for which funding is requested should be given, separated into the categories below. For items for which funding is not sought, please so indicate with "NA" for not applicable.
  - a. Travel
  - b. Program registration
  - c. Meals
  - d. Lodging
  - e. Materials

The proposed budget should be detailed and directly related to the stated objectives of the project. The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee.

5. **Future Support:** Plans for applying skills and/or knowledge gained through activities supported by the grant should be described. Potential sources of support for continuing the program initiated by the grant should be identified.
6. **Endorsement:** Proposals should contain a statement from the department chairperson attesting to the accuracy of statements asserted in the proposal and providing a rationale for the significance of the proposal to the applicant's professional development and the strategic priorities of the department, the College, and the University.
7. **Appendixes:**
  - a. **Current Curriculum Vitae:** Attach a copy of the applicant's current curriculum vitae, including a list of previous support, if any, received from the Faculty Development Grants Program and any publications, presentations, and/or external funding that results from this support.
  - b. **Forms:** All research carried out under the sponsorship of a Professional Development Grant is subject to all of the College's and University's standing policies regarding research. In particular, projects involving human subjects must obtain the necessary approvals before commencing work. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved. Biohazard, Animal Use, and Human Subject forms, if appropriate, should be submitted to the appropriate office. Approval must be gained before funds will be released.

Complete proposals should not exceed a total of four single-spaced pages, including the cover sheet and excluding the curriculum vitae and attached forms. All information must be included in the proposal itself.

## RESEARCH DEVELOPMENT GRANTS Guidelines

### Purpose

The goal of the Research Development Grants (RDG) program is to support and encourage the development of strong programs of research and creative scholarship by junior or inexperienced faculty members throughout the College. Grants for this program are intended to support the development of new programs of research and creative scholarship. In this sense, grants may be considered "seed money" for research, in that they should lead to the growth and development of continuing programs of research.

### Priorities

A strong priority is placed in this program on developing the research initiatives of new faculty members and the most junior faculty members. Proposals from more senior faculty who have little previous experience with funded research will also be considered, but with a lower priority. Successful proposals will be directed to the development of new programs of research and creative scholarship that are tightly linked to developing the capacity of the applicant to engage in a systematic program of research that is consistent with department, College, and University priorities and shows promise of external funding.

### Awards

Twenty-five thousand dollars have been budgeted for this program with up to ten awards to be made annually. Although an upper limit of \$5,000 has been established for these grants, awards are expected to be in the range of a few thousand dollars, with the average award being about \$2,500.

### Use of Grant Funds

RDGs will provide support for the following categories of expenditure:

1. General expenses of research, such as books, software, supplies, materials, and services that are essential to the project. (Publication charges are not allowed.)
2. Equipment essential to the research being proposed. (Equipment requests should relate to a particular project, even though the equipment will be used beyond its conclusion; more general equipment funding or equipment to be used in primarily instructional projects should be requested from the Learning Technologies Grants Program.)
3. Travel costs, including subsistence, that are essential to the conduct of the research. (Travel to professional meetings, even to report on research supported by a RDG, will not be funded through this program.)
4. Salary support for applicants may be requested only for those on nine-month appointments and only where the salary support will provide relief from a significant summer teaching commitment. A maximum amount of 1/9 of academic year salary (one month's salary) may be requested. (This amount may be supplemented by the department if funds are available.)
5. Graduate Research Assistants may be employed as support staff for faculty research only. RDGs are not intended to support a student's thesis or dissertation research. Proposals requesting graduate student stipends should make clear the role played by the student in the *applicant's* research program.
6. Other labor costs essential to the project.

## Format

Proposals must conform to the following format, in the order given:

1. **Cover Sheet:** The first page of each proposal must be the program cover sheet, completed according to its directions and signed by the applicant and department chairperson.
2. **Introduction:** Describe, in a way that can be understood by faculty members in areas different from your own, what you want to do, why it is important, and how it relates generally to research and scholarly activity in your field. Limit of two pages.
3. **Research Plan:** Provide a detailed description of what you propose to do and how you plan to assess the intended impact of your project. Establish the merit and feasibility of the project. Include procedures, facilities and equipment available, and a timetable for completing the work. Identify methods for assessing the extent to which the project has met anticipated goals and for documenting success. Limit of four pages.
4. **Budget:** Provide a detailed list of items for which funding is requested, separated into the categories below. For items for which funding is not sought, please so indicate with "NA" for not applicable.
  - a. Faculty summer salaries (you do not need to include staff benefits in the salary budget).
  - b. Other salaries and wages.
  - c. Graduate Research Assistants.
  - d. General expenses (office supplies, lab supplies, services, etc.).
  - e. Equipment (items over \$1,000, specific equipment must be listed.)
  - f. Travel

The proposed budget should be detailed and directly related to the stated objectives of the project. The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee. Limit of one page.

5. **Budget Justification:** Each item in the budget must be justified as an expenditure required by the research plan and not be available through other sources. If summer salary is requested, the teaching commitment from which relief is sought should be identified. If large items of equipment are requested, this section must indicate whether similar equipment already exists on campus and, if so, how fully it is currently utilized. Limit of one page.
6. **Future Support:** Potential sources of support for continuing the program initiated by the grant should be identified. If external support will be required, agencies to be approached should be specified. Also, if this research is included in any currently pending external proposal, that proposal should be identified. Limit of one page.
7. **Endorsement:** Proposals should contain a statement from the department chairperson attesting to the accuracy of statements asserted in the proposal and providing a rationale for the significance of the proposal to the applicant's professional development and the strategic imperatives of the department, the College, and the University should be included. Limit of one page.
8. **Appendixes:**
  - a. **Current Curriculum Vitae:** Attach a copy of the applicant's current curriculum vitae, including a list of previous support, if any, received from the Faculty Development Grants

Program and any publications, presentations, and/or external funding that results from this support.

- b. *Forms:*** All research carried out under the sponsorship of a Professional Development Grant is subject to all of the College's and University's standing policies regarding research. In particular, projects involving human subjects must obtain the necessary approvals before commencing work. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved. Biohazard, Animal Use, and Human Subject forms, if appropriate, should be submitted to the appropriate office. Approval must be gained before funds will be released.

Complete proposals should not exceed a total of 10 single-spaced pages, including the cover sheet and excluding the curriculum vitae and attached forms. All information must be included in the proposal itself.

**LEARNING TECHNOLOGIES GRANTS  
Guidelines****Purpose**

The purpose of the Learning Technologies Grants (LTG) program is to enhance teaching and learning in the College of Education at the University of South Alabama through the innovative use of media and information technologies.

**Priorities**

Projects must focus on the innovative use of technology to enhance the educational experiences of students. Projects given the highest consideration will engage the greatest number of students directly with technology, will be anticipated to have a significant overall impact on programs, departments, and/or the College, will be interdisciplinary, drawing upon the expertise of faculty across the greatest number and/or range of programs and departments, and have potential application to other academic areas. (Routine upgrades or modernization should not be requested from this program.)

**Awards**

Fifty thousand dollars have been budgeted for this program with up to five awards to be made annually. Although an upper limit of \$25,000 has been established for these grants, awards are expected to be considerably less, with the average award being about \$10,000.

Funds can be granted both to academic departments, programs, or collaborating teams of faculty from multiple programs and/or departments. Project budgets may extend over two calendar years. No more than \$25,000 can be requested for a one-year project or for the first year of a two-year project. Two-year projects will be rare and subject to availability of funds and demonstration of sufficient progress with a maximum total award of \$40,000. Projects requesting more than \$5,000 are required to have partial support from other resources such as departmental funds or external grants in addition to the requested funds. Collaborating departments must demonstrate internal commitment to the project and to seek external matching funds.

**Use of Grant Funds**

LTGs will provide support for the following categories of expenditure:

1. Equipment and software essential to the instructional innovation being proposed. (Replacement of existing laboratory or classroom equipment or facilities renovation cannot be funded under this program).
2. In-house or outside design and production services, external consulting, materials, technical staff support, and travel specifically related to completing the project. (Travel to professional meetings or conferences, even if to present findings related to the project, cannot be funded under this program.)
3. General expenses of developing the project, such as books, software, supplies, materials, and services that are essential to the project. (Publications charges are not allowed).
4. Other labor costs essential to the project. (Salary support for project members, graduate assistantships, secretarial or support staff cannot be funded under this program.)

## Format

Proposals must conform to the following format, in the order given:

1. **Cover Sheet:** The first page of each proposal must be the program cover sheet, completed according to its directions (including a 100-word abstract) and signed by the applicant and department chairperson.
2. **Rationale:** This section should provide a general description of the proposed project including a concise description of the following:
  - a. Nature of the innovation.
  - b. Demonstrable need for the project.
  - c. Statement of the relevance of the project to strategic priorities of the participating department(s) and of the College and University.
  - d. Specific courses benefiting from the project.
  - e. Number of students anticipated to be served by the innovation, including undergraduate and graduate. Limit of two pages.
3. **Project Description:** Establish the merit and feasibility of the project. Provide a detailed description of what you propose to do, and how you plan to assess the intended impact of your project. Include a statement of your (and your project team members') existing level of competence with the proposed innovation and related technologies, and an assessment of what competencies you or members of the project team will need to develop prior to completion of the project. Include procedures, existing facilities available for your use, and a timetable for completing the work. Limit of three pages.
4. **Learning Outcomes:** Indicate specific student learning outcomes and describe how requested resources will be used to achieve these outcomes. Describe methods for evaluating the project and learning outcomes (subsequent reports on successful grants will be judged in part on the evaluation criteria presented in the proposal). Identify potential applications in other academic areas. Limit of one page.
5. **Budget:** A detailed list of items for which funding is requested should be given, separated into the categories below. For items for which funding is not sought, please so indicate with "NA" for not applicable:
  - a. Technology, facilities, and other resources requested.
  - b. Source and amount of matching funds. All projects requesting more than \$5,000 are required to have partial support from other resources such as departmental funds or external grants. Equipment and software matching, faculty reassignment, space allocation, graduate assistant support, and travel assistance can all be considered as support.
  - c. For two-year projects, a separate budget should be prepared for each year.

The proposed budget should be detailed and directly related to the stated objectives of the project. The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee. Limit of one page.

6. **Budget Justification:** Each item in the budget must be justified as an expenditure required by the project plan and not be available through other sources. If large items of equipment are requested, this section must indicate whether similar equipment already exists on campus and, if so, how fully it is currently utilized. Limit of one page.

7. **Future Support:** Potential sources of support for continuing the project beyond the funding should be identified. If continuing institutional support will be required, identify the types and sources of support anticipated, including specific staffing needs and resources necessary to continue the initiative. If external support will be required, agencies to be approached should be specified. Also, if this project is included in any currently pending external proposal, that proposal should be identified. Limit of one page.
8. **Endorsement:** Proposals should contain a statement from the chairperson of participating departments attesting to the accuracy of statements asserted in the proposal and providing a rationale for the significance of the proposal to improving instruction with the targeted students and the strategic priorities of the department(s), the College, and the University. Limit of one page.
9. **Appendixes:**
  - a. **Current Curriculum Vitae:** Attach a copy of the applicant's current curriculum vitae, as well as those of key participants on the project team, if any. Include a list of previous support, if any, received from the Faculty Development Grants Program and any publications, presentations, and/or external funding that results from this support.
  - b. **Forms:** All research carried out under the sponsorship of a Professional Development Grant is subject to all of the College's and University's standing policies regarding research. In particular, projects involving human subjects must obtain the necessary approvals before commencing work. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved. Biohazard, Animal Use, and Human Subject forms, if appropriate, should be submitted to the appropriate office. Approval must be gained before funds will be released.

Complete proposals should not exceed a total of 10 single-spaced pages, including the cover sheet and excluding the curriculum vitae and attached forms. All information must be included in the proposal itself.

**INTERNATIONAL TRAVEL ASSISTANCE GRANTS  
Guidelines**

**Purpose**

The International Travel Assistance Grants (ITAG) program is intended to provide support for travel in connection with international meetings outside the United States.

**Eligibility**

Full-time faculty members, research professionals, and graduate students are eligible.

**Priorities**

A strong priority is placed in this program on developing initiatives that have the greatest potential for expanding the international participation of faculty and/or students. Requests to support attendance at international meetings will be evaluated based on (a) the importance of the meeting and (b) the significance of the individual's participation. In general, large international meetings on very specialized topics and significant international congresses will have higher priority than annual meetings of membership organizations. Proposals from faculty with greater international experience or proposals that support existing initiatives will be considered, but with a lower priority. Successful proposals will be directed to the development of the applicant's capacity to engage in new international programs or significantly expanding existing programs consistent with department, College, and University priorities and that show promise of external funding and/or sustainability.

**Awards**

Fifteen thousand dollars have been budgeted for this program with up to 20 awards to be made annually. An upper limit of \$1,000 has been established for these grants. Grantees cannot re-apply for this program within one year of receiving an ITAG.

**Use of Grant Funds**

ITAGs will provide support for the following categories of expenditure:

- a. Awards will be limited to support for round-trip air fare at the lowest available price (APEX, SuperSaver, or similar) between Mobile and the major international airport nearest the meeting site.
- b. Some commitment of funds by department, other unit on campus, or research grant will normally be required.

**Format**

Proposals must be submitted on the approved application form and include the following information:

- a. A description of the nature of the proposed project or meeting, the applicant's role in it, and the process by which participants were selected.
- b. An evaluation by the applicant's department chairperson attesting to the nature and quality of the meeting and the significance of the applicant's participation.
- c. Source and amount of matching funds.

**Documentation**

Documentation of participation (original letter of invitation, copy of program, verification of additional support, etc.), copy of travel itinerary with cost for airfare, and endorsement of department chairperson are required.

**Submission Deadlines**

*Deadline for Submission*

February 15

August 15

*Travel Dates (post Deadline)*

July 1- December 31

January 1 – June 30

*Notification by*

April 1

October 1

**COVER SHEET**  
**University of South Alabama**  
**PROFESSIONAL DEVELOPMENT GRANT**  
**College of Education**

**GRANT CATEGORY (Check One):**

Research Development Grant    Research Incentive Grant    Learning Technologies Grant

**PROJECT TITLE:**

**APPLICANT'S NAME:**

**POSITION:**

**APPLICANT'S DEPARTMENT:**

**CAMPUS ADDRESS:**

**CAMPUS PHONE NUMBER:**

**EMAIL ADDRESS:**

**REQUESTING UNIT (faculty group, program, and/or department):**

**AMOUNT REQUESTED (Year One) \$**

**AMOUNT REQUESTED (Year Two) \$**

**OTHER SOURCES, TYPES, AND AMOUNTS OF SUPPORT:**

**PROPOSAL ABSTRACT (100 words maximum):**

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**SIGNATURES:** I agree that, if this proposal is approved, I will fulfill all that is required of me as set forth in the Professional Development Grants Guidelines.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date of Submission**

\_\_\_\_\_  
**Chairperson of Applicant's Department**

\_\_\_\_\_  
**Chairperson of Collaborating Department**

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**RETURN TO: Office of the Associate Dean for Professional Development and External Affairs,  
UCOM 3600, College of Education, University of South Alabama**

**COVER SHEET**  
**International Travel Assistance Grant**  
**COLLEGE OF EDUCATION**  
**Office of the Associate Dean for**  
**Professional Development and External Affairs**

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**APPLICANT'S NAME:**  
**DEPARTMENT:**  
**CAMPUS PHONE NUMBER:**

**POSITION:**  
**CAMPUS ADDRESS:**  
**EMAIL ADDRESS:**

**TITLE OF MEETING:**  
**LOCATION:**  
**NEAREST INTERNATIONAL AIRPORT:**  
**LOWEST AVAILABLE ROUNDTRIP AIRFARE: \$**  
**SOURCE OF QUOTED AIRFARE:**

**INCLUSIVE DATES:**  
**AMOUNT REQUESTED FROM ITAG: \$**

**DESCRIBE THE NATURE OF THE MEETING, YOUR ROLE IN IT, AND THE PROCESS BY WHICH PARTICIPANTS WERE SELECTED:**

**EVALUATION BY DEPARTMENT CHAIRPERSON/ADVISOR:**

**Nature and Quality of the Meeting:**

**Significance of the Applicant's Participation:**

**SOURCE OF MATCHING FUNDS:**

**AMOUNT:\$**

**SIGNATURES:**

\_\_\_\_\_ **Applicant**

\_\_\_\_\_ **Department Chairperson**

\_\_\_\_\_ **Date**

**RETURN TO: Office of the Associate Dean for Professional Development and External Affairs,  
 UCOM 3600, College of Education, University of South Alabama**

**PROGRESS REPORT FORM**  
**University of South Alabama**  
**PROFESSIONAL DEVELOPMENT GRANT**  
**College of Education**

**PROJECT TITLE:**

**GRANTEE:**

**DATE FUNDED:**

**DATE OF REPORT:**

**GRANT CATEGORY (Check One):**

- Research Development Grant
- International Travel Assistance Grant

- Research Incentive Grant
- Learning Technologies Grant

**BRIEF SUMMARY OF PROGRESS TO DATE:**

**TASKS REMAINING TO BE COMPLETED:**

**ADJUSTMENTS TO ORIGINAL PROPOSAL REQUIRING PROGRAM APPROVAL:**

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**SIGNATURES:**

\_\_\_\_\_

**Applicant**

\_\_\_\_\_

**Department Chairperson**

\_\_\_\_\_

**Date**

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**RETURN TO: Office of the Associate Dean for Professional Development and External Affairs,  
UCOM 3600, College of Education, University of South Alabama**  
**FINAL REPORT FORM**

University of South Alabama  
PROFESSIONAL DEVELOPMENT GRANT  
College of Education

PROJECT TITLE:

GRANTEE:

DATE FUNDED:

DATE OF REPORT:

GRANT CATEGORY (Check One):

Research Development Grant

Research Incentive Grant

International Travel Assistance Grant

Learning Technologies Grant

BRIEF SUMMARY OF PROGRESS, RESULTS, CONCLUSIONS:

PUBLICATIONS RESULTING (OR EXPECTED TO RESULT) FROM THIS GRANT:

PROPOSALS TO, OR GRANTS FROM, EXTERNAL AGENCIES RESULTING (OR EXPECTED TO RESULT) FROM THIS GRANT:

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SIGNATURES:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

RETURN TO: Office of the Associate Dean for Professional Development and External Affairs,  
UCOM 3600, College of Education, University of South Alabama